

SUMMARY STATEMENT

ITEM NO.: DRPA-17-085 **SUBJECT:** Contract for Office Supplies
for DRPA and PATCO

COMMITTEE: **Finance**

COMMITTEE MEETING DATE: **October 4, 2017**

BOARD ACTION DATE: **October 18, 2017**

PROPOSAL: That the Board authorizes staff to enter into an Agreement with W.B. Mason Co., Inc. for the provision of office supplies for the DRPA and PATCO. The Agreement will be for a term of two (2) years, with the option to extend, at the DRPA’s sole discretion, for one (1) additional year.

PURPOSE: To authorize staff to enter into an Agreement for the provision of office supplies for DRPA and PATCO.

BACKGROUND: Staff recently solicited bids for the provision of office supplies for DRPA and PATCO for fiscal years 2018 and 2019, with an option, at the DRPA’s discretion, for the provision of supplies for fiscal year 2020. Staff provided prospective bidders with an estimate of DRPA and PATCO’s office supply needs for each of the next three years. Bids were evaluated based on the percentage discount a vendor could offer off certain categories of standard office supplies contained in the 2018/2019 United Stationers Catalog, the S.P. Richards Catalog or any other similar DRPA approved vendor catalog.

The Invitation for Bid (DRPA-28-2017) was publicly advertised and issued to fifteen (15) prospective bidders. Two (2) bids were received and publicly opened and it was determined that W.B. Mason Co., Inc. offered the greatest discount. Specifically, W.B. Mason Co., Inc. offered a 63.6% discount off the specified categories of standard office supplies for fiscal years 2018 and 2019 and the same 63.6% discount for fiscal year 2020.

The Agreement will include a not-to-exceed amount of \$170,000 for the initial two-year term and a not-to-exceed amount of \$85,000 for the one-year option term. These not-to-exceed amounts are based on annual office supply budget estimates provided by each DRPA and PATCO department. The Purchasing Department solicited and compiled the estimates from each department and calculated a total average annual office supply estimate of \$85,000/year for DRPA and PATCO.

Accordingly, staff is seeking authorization to enter into an Agreement with W.B. Mason Co., Inc. for the provision of office supplies for the DRPA and PATCO. The Agreement will be for a term of two (2) years, with the option to extend, at the DRPA's sole discretion, for one (1) additional year, and include the above-described not-to-exceed amounts.

SUMMARY:	Amount:	Initial 2-year term: \$170,000 (n-t-e) 1-year option term: \$85,000 (n-t-e)
	Source of Funds:	Revenue Fund – DRPA General Fund -- PATCO
	Capital Project #:	N/A
	Operating Budget:	N/A
	Master Plan Status:	N/A
	Other Fund Sources:	N/A
	Duration of Contract:	2-year initial term + 1-year extension term option
	Other Parties Involved:	N/A

RESOLUTION

RESOLVED: That the Board authorizes staff to enter into an Agreement with W.B. Mason Co., Inc. for the provision of office supplies for the DRPA and PATCO. The Agreement will be for a term of two (2) years for a not-to-exceed amount of \$170,000, with the option to extend, at the DRPA's sole discretion, for one (1) additional year for a not-to-exceed amount of \$85,000.

RESOLVED: That the Chairman, Vice Chairman and Chief Executive Officer, with the advice and counsel of the Authority's Chief Financial Officer/Treasurer and General Counsel/Corporate Secretary, must approve and are hereby authorized to approve and execute all necessary agreements, contracts, or other documents on behalf of the DRPA. If such agreements, contracts, or other documents have been approved by the Chairman, Vice Chairman and Chief Executive Officer and if thereafter either the Chairman or Vice Chairman is absent or unavailable, the remaining Officer may execute the said document(s) on behalf of DRPA along with the Chief Executive officer. If both the Chairman and Vice Chairman are absent or unavailable and if it is necessary to execute the said document(s) while they are absent or unavailable, then the Chief Executive Officer shall execute such documents on behalf of DRPA.

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