



MEMORANDUM

PROCUREMENT DEPARTMENT

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Date: August 4, 2015

To: Terry Finefrock, Chief Contracts & Procurement Manager

From: Nina Schatz, Commodity & Contracts Officer

Subject: New Office Supplies Contract Recommendation: Cooperative Procurement to Staples via NJPA

Staff compared the three co-op contracts available from Staples New National Joint Powers Alliance (NJPA), Office Depot/Max National Intergovernmental Purchasing Alliance (NIPA) and Wist Strategic Alliance for Volume Expenditures (S.A.V.E.) and determined Staples New NJPA pricing is most advantageous to the County. Please see the summary of 3 contracts pricing as follows:

	Staples Current Contract	Staples Current Contract With 5% Rebate Upon Contract Anniversary	New Staples NJPA	New Staples NJPA with 5% Discount At Point of Sales	Office Depot/Max NIPA	Wist SAVE
2014 General Office Supplies Top 80%	\$602,633.00	\$572,501.35	\$584,703.66	\$555,468.48	\$563,164.50	\$636,982.34
2014 Papers 100%	\$309,917.64	\$294,421.76	\$271,252.03	\$257,689.43	\$325,770.67	\$304,240.71
		\$866,923.11		\$813,157.91	\$888,935.17	\$941,223.05

94% 109% 116%

New Staples NJPA is 6% lower than current Staples Contract 9 % higher than New Staples NJPA 16% higher than New Staples NJPA

Detailed cost comparison is available from the "Procurement File".

From the payment history recorded in the current contract, MA 12*069, for the past 45 month the average office supplies monthly expenditure is about \$92,000 or annually \$1,104,000.

Staff recommends an annual award amount of \$1,100,000 to Staples.