

DENVER BOARD OF WATER COMMISSIONERS

Meeting Date: December 8, 2010

Board Item: VI-B-3

OFFICE SUPPLIES

Contract No. 13397A

Action by Consent	Action	X Information
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Since September 2007, Denver Water has been eligible to participate in a purchasing alliance to purchase office supplies, including copier paper, from Office Depot through U.S. Communities Government Purchasing Alliance. U.S. Communities is one of several national cooperative purchasing alliances for local governments.

The current pricing for office supplies with U.S. Communities expires December 31, 2010. U.S. Communities went out for bid for office supplies this fall and have identified several local office suppliers which may be able to service our account. Office Depot was not in the selection of suppliers and as of November 1, 2010, the specific suppliers have not been finalized.

Office Depot approached Denver Water to participate in the TCPN national cooperative purchasing alliance program. Office Depot has guaranteed Denver Water will receive the same prices we are currently paying through December 31, 2011, along with the same services such as online ordering and desktop delivery. Denver Water will also be entitled to an additional 1% rebate if 80% of our purchases are done online.

Annual expenditures for office supplies and copier paper currently averages \$160,000. Office supplies are budgeted within Purchasing Budget (MPC4HG001). The 2011 budget is \$175,000.

Approvals:

Respectfully submitted,



Angela Bricmont, Director of Finance



James S. Lochhead, CEO/Manager