



METROPOLITAN  
TRANSPORTATION  
COMMISSION

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*Memorandum*

TO: Administration Committee

DATE: September 4, 2013

FR: Deputy Executive Director, Policy

W. I. 1153

RE: Purchase Order – Office Supplies Provider: The Office City (\$75,000)

This memorandum requests the Committee’s approval of a purchase order contract with The Office City to provide next day delivery of general office and computer supplies from September 2013 through June 30, 2014, with an option to renew for three additional, consecutive one-year, periods ending June 30, 2017.

**Background**

On June 19, 2013, MTC, on behalf of itself and the Association of Bay Area Governments (ABAG), distributed a request for information to several office supply vendors with Group Purchase Organization (GPO) contracts to provide next-day delivery of general office supplies for MTC and ABAG. Three bid responses were received from: 1) The Office City, Hercules, CA; 2) Staples, San Francisco, CA; and 3) Purchasers Choice, Walnut, CA. The lowest priced response was received from The Office City. The Office City is also MTC and ABAG’s current vendor through its merger with Radstons Office Supply.

If approved by this Committee, The Office City will provide general office supplies (including information technology and ergonomic supplies) between September 2013 and June 30, 2014, with an option to renew for three additional consecutive one-year periods ending June 30, 2017. Funding for the purchase order is included in the FY 2013-14 General Operations budget, and the supplies will be procured using the National Cooperative Purchasing Alliance (NCPA) government purchasing cooperative agreement.

**Recommendation**

Staff recommends that this Committee authorize the Executive Director or his designee to issue a purchase order to The Office City to provide general office supplies during FY 2013-2014, in an amount not to exceed \$75,000, with an option to renew for three additional consecutive one-year periods ending June 30, 2017, subject to approval of future agency budgets.

  
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Ann Flemer

AF:DR

## REQUEST FOR COMMITTEE APPROVAL

### Summary of Proposed Purchase Order

Work Item No.: 1153

Consultant: The Office City, Hercules, CA

Project Title: General office supplies

Purpose of Project: To provide next day delivery of general office and computer supplies from September 2013 through June 30, 2014, with an option to renew for three additional, consecutive one-year, periods ending June 30, 2017.

Project Cost Not to Exceed: \$75,000 for FY 2013-14

Funding Source: MTC General Operating Budget

Fiscal Impact: Funds for FY 2013-14 are included in the FY 2013-14 Agency Budget.  
Funds for future years are subject to approval of future agency budgets.

Motion by Committee: That the Executive Director or his designee is authorized to issue a Purchase Order to The Office City as described above and in the Executive Director's September 4, 2013 memorandum, subject to approval of future Agency General Operating budgets, and that the Chief Financial Officer is authorized to set aside funds from the FY 2013-14 Agency Budget for this purpose in the amount of \$75,000.

Administration Committee:

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Adrienne J. Tissier

Approved: Date: September 11, 2013