



PUBLIC HEARING AGENDA ITEM

DATE OF PUBLIC HEARING: October 18, 2016
SUBJECT: Countywide Office Supplies
FROM: Todd Leopold, County Manager; Bryan Ostler, Interim Deputy County Manager; Benjamin Dahlman, Finance Director; Kim Roland, Purchasing Manager
AGENCY/DEPARTMENT: Finance Department, Purchasing Division
HEARD AT STUDY SESSION ON: N/A
AUTHORIZATION TO MOVE FORWARD: <input type="checkbox"/> YES <input type="checkbox"/> NO
RECOMMENDED ACTION: That the Board of County Commissioners Approves an agreement with EON Enterprises, Inc., (dba EON Office) for Countywide general office supplies, paper and toner.

BACKGROUND:

In 2013, Adams County posted a solicitation on Rocky Mountain ePurchasing System (RMEPS) seeking a primary contractor for office supplies for all County Offices and Departments. After a thorough evaluation, the contract was awarded to EON Enterprises, Inc., (dba EON Office) for an initial term of one year, with two one-year renewal options. The County is now at the end of the contract term.

Since that time, the Colorado State Purchasing Office has performed a Request for Proposal and awarded Agreements to EON Enterprises, Inc. (dba EON Office), OfficeMax North America, Inc., and MLF Distributing, Inc., (dba Sun Office Solutions). These Agreements are available to all governmental entities in Colorado for the purchase of general office supplies, paper and toner (office supplies).

The Adams County Purchasing Division performed a thorough analysis of the State's price agreements with the County's current EON Office prices. The results show that by utilizing the State Agreement the County has the potential of saving approximately \$30,000.00 per year compared to our current contract. Expenditures with EON Office over the last 12 months total \$414,012.85.

In addition, if there are items that EON Office does not carry, the County will be able to receive the State's discount pricing with OfficeMax North America, Inc., and Sun Office Solutions.

Staff is pleased with the products and services received by EON Office and recommends awarding a contract to EON Office, utilizing the State Pricing Agreement, in the approximate amount of \$385,000.00 per year.

AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:

All Offices and Departments

ATTACHED DOCUMENTS:

Resolution

FISCAL IMPACT:

Please check if there is no fiscal impact ☐. If there is fiscal impact, please fully complete the section below.

Fund: All**Cost Center:** All

	Object Account	Subledger	Amount
Current Budgeted Revenue:			
Additional Revenue not included in Current Budget:			
Total Revenues:			

	Object Account	Subledger	Amount
Current Budgeted Operating Expenditure:			
Add'l Operating Expenditure not included in Current Budget:			
Current Budgeted Capital Expenditure:			
Add'l Capital Expenditure not included in Current Budget:			
Total Expenditures:			

New FTEs requested: ☐ YES ☒ NO

Future Amendment Needed: ☐ YES ☐ NO

Additional Note:

Elected Office and Departmental budgets for office supplies are determined individually. Supplies will be ordered on an as needed basis by administrative staff and paid via purchase card. Exact expenditure amounts are unknown at this time.