



## PUBLIC HEARING AGENDA ITEM

<b>DATE OF PUBLIC HEARING:</b> July 10, 2018
<b>SUBJECT:</b> Countywide Office Supplies
<b>FROM:</b> Raymond H. Gonzales, County Manager Alisha Reis, Deputy County Manager Benjamin Dahlman, Finance Director Kim Roland, Procurement and Contracts Manager
<b>HEARD AT STUDY SESSION ON:</b> N/A
<b>AUTHORIZATION TO MOVE FORWARD:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>RECOMMENDED ACTION:</b> That the Board of County Commissioners approves Amendment Two to renew the agreement with EON Enterprises, Inc., for Countywide general office supplies, paper, and toner.

### **BACKGROUND:**

In 2013, the Colorado State Purchasing Office had performed a Request for Proposal and awarded Pricing Agreements to EON Enterprises, Inc., (dba EON Office), OfficeMax North America, Inc., and MLF Distributing, Inc., (dba Sun Office Solutions) for the purchase of general office supplies, paper and toner. These agreements are available to all governmental entities in Colorado, which is in accordance with Adams County Purchasing Policies and Procedures. The State Agreements are written as a five year term with annual renewal options required.

After a thorough review of the State Pricing Agreements, County staff recommended the award be made to EON Office, as they offered the best overall pricing of the three suppliers. In June 2016, the Board of County Commissioners approved the award to EON Office, for a one year agreement with two one year renewal options (allowing for consistency with the State's contract terms).

Staff is pleased with the products and services received by EON Office and recommends approving Amendment Two for the second renewal year option of the agreement in an estimated annual amount of \$424,000.00, based on 2017-2018 spend.

### **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.

<b>Fund:</b> all
<b>Cost Center:</b> multiple

	<b>Object Account</b>	<b>Subledger</b>	<b>Amount</b>
Current Budgeted Revenue:			
Additional Revenue not included in Current Budget:			
<b>Total Revenues:</b>			

	<b>Object Account</b>	<b>Subledger</b>	<b>Amount</b>
Current Budgeted Operating Expenditure:	7240		\$3,101,584
Add'l Operating Expenditure not included in Current Budget:			
Current Budgeted Capital Expenditure:			
Add'l Capital Expenditure not included in Current Budget:			
<b>Total Expenditures:</b>			<u>\$3,101,584</u>

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.

Current Budgeted Operating Expenditure is for Operating Supplies county-wide. Office supplies are only a portion of this budget that is approved for 2018.