



PUBLIC HEARING AGENDA ITEM

DATE OF PUBLIC HEARING: January 21, 2020
SUBJECT: Countywide Office Supplies
FROM: Raymond H. Gonzales, County Manager Chris Kline, Deputy County Manager Benjamin Dahlman, Finance Director Jennifer Hammer-Tierney, Procurement and Contracts Manager
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., for Countywide general office supplies, paper, and toner.

BACKGROUND:

Adams County purchases general office supplies, paper and toner as normal daily business functions. A formal Request for Proposal was completed on November 14, 2019, for a qualified vendor to provide countywide general office supplies, paper and toner. Five (5) vendors submitted proposals. The submitted proposals were evaluated on the following criteria:

- Timeframe Proposed- Schedule of Milestones
- Firm's Experience
- Key Personnel
- Fee Structure and Discount

After a thorough review, the evaluation team recommended the award be made to EON Enterprises, Inc., as they offered the best overall value of the five suppliers. Staff is recommending a two year pricing agreement with 3 one year optional renewals. The approximate spend per year is \$400,000.00.

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:** multiple

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

	Object Account	Subledger	Amount
Current Budgeted Operating Expenditure:	7240		Various
Add'l Operating Expenditure not included in Current Budget:			
Current Budgeted Capital Expenditure:			
Add'l Capital Expenditure not included in Current Budget:			
Total Expenditures:			<hr/> Various

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 countywide. Office supplies are only a portion of this budget that is approved for 2020.