

**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 6.z

Title:	Recommendation to Award the Suburban Cooperative Bid to Warehouse Direct for General Office Supplies for FY2018/2019.
Presenter:	Michael Shortall, Inventory Control Division Manager

Meeting: Government Services Committee Date: April 23, 2018

Proposed Cost: \$ 30,000 Budgeted Amount: \$ 30,000 Not Budgeted: **Executive Summary** *(if not budgeted please explain):*

Staff is seeking approval to except the 2018/19 Suburban Cooperative contract extension to Warehouse Direct (Contract #R141701) for general office supplies.

Warehouse Direct has continued to provide excellent customer service and continue to offer the agreed discounted pricing.

Attachments *(please list):*

* Letter of Confirmation

Recommendation/Suggested Action *(briefly explain):*

Recommendation to Award the Suburban Cooperative bid to Warehouse Direct for general office supplies for FY2018/2019.



A Joint Purchasing Program For Local Government Agencies

January 29, 2018

Mr. John Moyer, President
Warehouse Direct Workplace Solutions
2001 S. Mount Prospect Road
Des Plaines, IL 60018

Dear Mr. Moyer,

This letter is to inform you that the Suburban Purchasing Cooperative's Governing Board has approved extending the SPC Office Supplies Program to Warehouse Direct Office Products through Independent Stationers utilizing The Cooperative Purchasing Network (TCPN) Contract R141701 solicited by lead agency, Texas Region 4 Education Service Center (ESN), through February 28, 2019 according to the State of Illinois statues, 525/2 from Ch. 85, par. 1602. (Governmental Joint Purchasing Act), which authorizes any governmental unit may purchase personal property, supplies and services jointly with one or more other governmental units.

With acceptance of this contract extension, Warehouse Direct Workplace Solutions, Des Plaines, IL agrees to all terms and conditions set forth in the specifications contained within the original Letter of Agreement dated November 11, 2015.

Warehouse Direct Workplace Solutions, Des Plaines, IL will handle all billing. The agreed upon SPC Administrative Fees shall be paid directly by the vendor to the SPC on a quarterly basis. Under this Agreement, all Suburban Purchasing Cooperative members, non-profit and "public agency" participants will be grouped under one Master SPC Account to aggregate all purchases towards volume rebate incentives. Additionally, individual entities will receive up to a 1% e-commerce rebate paid in the form of a credit towards future purchases no later than 45 days from the end of each quarter (40-79% online =0.5% rebate; 80% or more purchased online =1% rebate).

All public agencies as defined by the Illinois Governmental Joint Purchasing Act, as well as not-for-profit agencies that qualify under Section 45-35 of the Illinois Procurement Code, are eligible to participate in SPC joint purchasing programs. The term "public agency" shall mean any unit of local government as defined in the Illinois constitution of 1970, any school district, any public community college district, any public building commission, the State of Illinois, any agency of the State government or of the United States, or of any other State, any political subdivision of another State, and any combination of the above pursuant to an intergovernmental agreement which includes provisions for a governing body of the agency created by the agreement Their purchases will also be included in the SPC volume rebate.

*DuPage Mayors &
Managers Conference*
1220 Oak Brook Road
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*Northwest Municipal
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And Managers Association*
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*Will County
Governmental League*
3180 Theodore Street, Suite 101
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Reports from Independent Stationers will be received on a quarterly basis based on the SPC fiscal year of May 1 through April 30. Payments and reports must be received within 30 days of the end of each fiscal quarter upon reaching the minimum rebate threshold. Fiscal quarters are defined as:

- May 1 through July 31 – payment due by August 30
- August 1 through October 31 – payment due by November 30
- November 1 through January 31 – payment due by February 28
- February 1 through April 30 – payment due by May 31

Independent Stationers will pay a 2% rebate to the SPC from dollar one spent with TCPN, as well as 4% on products that are "Out of Scope" of the TCPN Program such as furniture and design, promotional items and clothing, janitorial supplies, printing, document management products and services and high end technology products. Additionally, Warehouse Direct will pay a 4% rebate on SPC members who choose to purchase from Warehouse Direct, but do not participate in the Independent Stationers TCPN Program.

We look forward to continued success with Warehouse Direct Workplace Solutions.

Please sign and date this agreement below, retaining copies for your files and returning the original to my attention.

Sincerely,



Ellen Dayan, CPPB
Purchasing Director



01/29/18
Name: Ellen Dayan, CPPB Date
Northwest Municipal Conference



John Moyer, President Date
Warehouse Direct Workplace Solutions

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