



ST. CHARLES
SINCE 1834

AGENDA ITEM EXECUTIVE SUMMARY

Title:	Recommendation to waive the bid process and accept the quotations for office supplies to Staples Advantage and US Communities for routine office supplies, and Illinois Paper & Copier Company for multiuse paper
Presenter:	Mike Shortall

Please check appropriate box:

<input checked="" type="checkbox"/>	Government Operations (5/6/13)	<input type="checkbox"/>	Government Services
<input type="checkbox"/>	Planning & Development	<input type="checkbox"/>	City Council
<input type="checkbox"/>	Public Hearing	<input type="checkbox"/>	

Estimated Cost:	\$	Budgeted:	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
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If NO, please explain how item will be funded:

Executive Summary:

Quotations were solicited from vendors: Staples Advantage, Source One Office Products, US Communities, Garvey's Office Products, OfficeMax, Warehouse Direct, and Illinois Paper & Copier Company. Staples Advantage, US Communities, and Illinois Paper & Copier Company offered the best quality for an accepted cost. We used Staples Advantage and Illinois Paper & Copier Company last year.

Attachments: *(please list)*

Bid Waiver Form

Recommendation / Suggested Action *(briefly explain):*

Recommendation to waive the bid process and accept the quotations for office supplies to Staples Advantage and US Communities for routine office supplies, and Illinois Paper & Copier Company for multiuse paper.

For office use only:

Agenda Item Number: 6c

REQUEST FOR WAIVING BID PROCEDURE

We request the City Council to waive the bid procedure and accept the quotation (requiring two-thirds City Council vote) submitted by:

Staples Advantage, US Communities,
& Illinois Paper & Copier Co.

For the purchase of: routine Office Supplies & Multiuse Paper _____.

At a cost not to exceed: __ cost as needed at time of order _____.

Reason for the request to waive the bid procedure: Staples Advantage, US Communities, and Illinois Paper & Copier Co. offered the best quality for an accepted cost.

Other Quotations Received: Source One Office Products & Warehouse Direct

Date: 1/14/13

Requested by: _____

Department Director: _____

Purchasing Manager: _____

THIS REQUEST FORM MUST BE SIGNED BY ALL PARTIES PRIOR TO REQUESTING COMMITTEE APPROVAL FOR WAIVING OF THE BID PROCEDURE. REQUESTS FORWARDED DIRECTLY TO THE CITY COUNCIL (AND BYPASSING COMMITTEE) MUST BE SIGNED BY ALL PARTIES PRIOR TO REQUESTING CITY COUNCIL APPROVAL. SUCH REQUESTS ARE TO BE OF AN EMERGENCY NATURE WHERE TIME IS OF THE ESSENCE.