



ST. CHARLES  
SINCE 1834

## AGENDA ITEM EXECUTIVE SUMMARY

Title:	Recommendation to Approve the Extension of the Office Supplies Bid to FY2016/17 from Warehouse Direct for Routine Office Supplies
Presenter:	Mike Shortall

*Please check appropriate box:*

X	Government Operations (5/18/15)		Government Services
	Planning & Development		City Council
	Public Hearing		

Estimated Cost:	\$ 60,000	Budgeted:	YES	X	NO	
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If NO, please explain how item will be funded:

**Executive Summary:**

We are seeking approval to extend the low bid for all general office supplies from the FY 2014/15 to FY2016/17. This is an extension of a previously bid contract with Warehouse Direct.

This will be a two (2)-year extension. We will rebid this in 2017.

**Attachments:** *(please list)*

Bid Waiver Form & Quotation

**Recommendation / Suggested Action** *(briefly explain):*

Recommendation to approve the extension of the office supplies bid to FY2016/17 from Warehouse Direct for routine office supplies.

*For office use only:*

*Agenda Item Number: 4c*

**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:

Warehouse Direct \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For the purchase of: routine Office Supplies \_\_\_\_\_.

At a cost not to exceed: \_\_ cost as needed at time of order \_\_\_\_\_.

Reason for the request to waive the bid procedure: Warehouse Direct  
offers the best quality for an accepted cost.  
\_\_\_\_\_

Other Quotations Received:  
\_\_\_\_\_

Date: 3/16/15 \_\_\_\_\_

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.**

**WAREHOUSE DIRECT**<sup>®</sup>  
**WORKPLACE SOLUTIONS**

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2001 South Mount Prospect Road  
Des Plaines, Illinois 60018  
Phone: (847) 952-1925  
Fax: (847) 956-5815  
[www.warehousedirect.com](http://www.warehousedirect.com)

Mike Short  
City of St Charles  
2 E. Main Street  
St. Charles IL 60174

Mike,

Warehouse Direct agrees to extend the contract for office supplies with the same terms, conditions and specifications of the original agreement for an additional two years.

Sincerely



Rick Schackle  
Account Executive