

AWARD OF BIDS/RFPS/CO-OPS/SINGLE SOURCES (cont.)

NCPA CO-OP #6703 SUMMARY: **VARIOUS OFFICE SUPPLIES** for various locations throughout Cleveland Metroparks to be supplied on an “as needed” basis beginning January 1, 2023 through December 31, 2024

HIGHLIGHTS AT A GLANCE
2021-2022 YTD Expenditure = \$74,622
2023-2024 Estimate = \$100,000

Background

Independence Business Supply is the current supplier of office supplies throughout Cleveland Metroparks. Staff utilizes a web-based electronic catalog concept for procurement of such supplies with a net-priced catalog custom-tailored for Cleveland Metroparks, which is protected by a username and password for an online security system. Independence Business Supply provides Just-In-Time/next day (24-hour) delivery for all items in the custom catalog to various locations throughout Cleveland Metroparks. The new contract term is for a two (2) year period beginning January 1, 2023 through December 31, 2024.

Independence Business Supply leveraged the National Cooperative Purchasing Alliance (NCPA) contract number 11-18 as an approved authorized distributor associated with the American Office Products Distributors (AOPD) to provide the best overall value. Purchasing staff compared the overall pricing structure and value added (online services, sustainable products, delivery, etc.) offered by Independence Business Supply to other possible cooperative contracts.

Recommendation

Purchasing staff recommends Independence Business Supply as the supplier of office supplies to Cleveland Metroparks for a two (2) year period beginning January 1, 2023 through December 31, 2024.

RECOMMENDED ACTION:

That the Board authorize the purchase of various office supplies, as specified in the above summary, for NCPA Co-Op #6703, to **Independence Business Supply (IBS)** to be purchased on an “as needed” basis for a two (2) year period beginning January 1, 2023 through December 31, 2024 **for a total cost not to exceed \$100,000**, in full utilization of the National Cooperative Purchasing Alliance (NCPA) contract number 11-18. In the event the log of consumption approaches 90 percent of the estimate, an action item will be presented to the Board requesting an increase.