

**Washington Metropolitan Area Transportation Authority
Board Action/Information Summary**

Action
 Information

MEAD Number:
99747

Resolution:
 Yes No

PURPOSE

To request Board approval to initiate and award a contract for office supplies for use throughout the Authority.

DESCRIPTION

For the past three years the Authority has purchased miscellaneous office supplies through a contract awarded to OfficeMax (formerly Boise Cascade Office Products) as part of the Washington Metropolitan Council of Governments' Cooperative Purchasing Program. This arrangement has served the needs of the Authority, but there is an expectation of increased cost savings by initiating and awarding a WMATA contract that better meets the specific needs and products used by WMATA.

This procurement will be processed as a standalone solicitation or awarded against the General Services Administration (GSA) schedule for office supplies, whichever is most advantageous to the Authority.

FUNDING IMPACT

The estimated annual expenditures for office supplies is \$900,000. Funds are budgeted and expensed by individual offices through the placement of orders for office supplies. Expenditure of funds occurs at the time individual orders are placed against this contract, not at contract award. The contract will ensure the Authority receives discounted prices and volume discounts associated with Authority-wide office supply purchases. Award of this contract results in no obligation of funds. There is no obligation except what is actually purchased through individual orders during the contract period of performance. Funding for FY08-10 is subject to Board approval of budgets for those years.

RECOMMENDATION:

That the Board approve the initiation and award of a contract for office supplies and approval to exercise the option years, subject to Board approval of future year budgets and availability of funds.