



Agenda Item Summary

File #: RES 22-23, **Version:** 1

Submitted By

Steven Drazner, CFO

Reviewed By

AMZ

Agenda Item Title

A Resolution Approving Annual Expenditures for Office Supplies With Warehouse Direct, Inc. in an Amount Not to Exceed \$56,000 for Fiscal Year 2022 Pursuant to the Purchase Price Agreement with Warehouse Direct, Inc. Dated July 31, 2018

Overview

The Village previously executed an Agreement with Warehouse Direct as authorized by Resolution 18-926 to serve as the Village's primary contractor for basic office supplies. Please note that this Agreement does not preclude the Village from conducting business with other office supply companies as may be determined to be in the best interest of the Village.

Staff Recommendation

Approval.

Fiscal Impact

This expense has been appropriated in office supply account 560620 in each individual operating department budget in FY22.

Background

In 2018, the Village sought bids for supplies based on the average basket of supplies purchased each year. Warehouse Direct came in as the lowest responsible bidder. It was in the Village's best interest to select a primary office supply vendor which has agreed to cap annual increases to preset prices for standard office supply inventory items by the lesser of 3% or the Chicago-Gary-Kenosha consumer price index.

While the majority of office supply purchases are ordered from Warehouse Direct, the Village has no contractual obligation to do so and may use any approved vendor for such purchases. The attached resolution authorizes staff to order necessary supplies from Warehouse Direct not to exceed \$56,000 during the fiscal year.

Alternatives

N/A

Previous Board Action

N/A

Citizen Advisory Commission Action

N/A

Anticipated Future Actions/Commitments

N/A

Intergovernmental Cooperation Opportunities

N/A