



DENVER
THE MILE HIGH CITY

Office Supplies Program

Awarded Vendors

Staples Advantage & Faison Office
Products



Scope of City Requirements

Supply the City with a robust office supplies program. To include:

- Aggressive cost savings management
 - Program cost savings compared to current U.S. Communities program
 - Possible additional cost savings by directing users to private label brands or lower cost comparable items
 - Strategic management with most commonly used items (core list)
- Seamless implementation program with goals of achieving 100% user compliance
- Future integration with Workday for e-commerce functionality
- Proactive and dedicated local account management
- Program to align with City's Sustainability goals
- Breadth of available SKUs
- Retail store availability
- Diversity inclusion
- Value adds: reporting capabilities, website functionality, strategic management of program



Selection Process

- Purchasing Dept. conducted a comparison of various Office Supplies Programs available via cooperative contracts.
 - **Staples Advantage:** National Joint Powers Alliance (NJPA)
 - **EON Office:** State of Colorado Contract
 - **Independent Stationers:** The Cooperative Purchasing Network (TCPN)
 - **Office Depot:** The Cooperative Purchasing Network (TCPN)
- All vendors were provided one year of actual City usage from previous program and a set of questions.
- Vendors compared pricing of City's previous contract with their respective programs.
- All vendors invited to present programs to Purchasing staff



Awarded Vendors

NJPA Program offered by Staples Advantage was determined to offer best overall value to the City.
Staples is partnering with Faison Office, a minority owned company.



Contract Terms

- Master Purchase Order Term – January 1, 2016 through July 31, 2019. Mirrors NJPA Contract
- Maximum Spend Amount - \$15,000,000 (not encumbered). Based on annual historical spend of \$1.5 - \$2.0 Million per year. This projected to increase as size of City increases.
- Most orders placed via PCard.



Program Highlights and Benefits

- Estimated \$94,000 in annual savings compared to current contract. This based on actual usage.
- Offers highest rebate of 5% on all spend. 5% of annual spend of \$1.5M = \$75,000 in rebates.
- Flexible core list of items. Heavier discounts of the City's most commonly used items.
- Advanced website capabilities.
- Program pricing available via retail stores.
- Local Presence
 - Employees: 1,536 in Colorado including 204 in Denver
 - Retail Stores: 18
 - Real Estate Taxes Paid: \$2,752,266
 - State Sales Tax Paid: \$12,368,217
 - Community Support - Total Grant Donations: \$72,005



Program Highlights and Benefits Cont.

- Diversity Supplier Program
 - Diversity One Program: Partnering with Faison Office. Faison to manage several agencies within the City.
- Sustainability Program
 - Reduce carbon emissions and air pollution associated with purchasing
 - Increase the purchase of recycled products across all business spend
 - Decrease packaging and facility waste
 - Responsibly recycle toner cartridges at no cost
 - Control paper usage resulting in saved trees
 - Institute environmentally safe cleaning and maintenance solutions
 - Increase employee awareness and buy-in for sustainability programs