



CITY OF KIRKLAND
Department of Finance & Administration
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MEMORANDUM

To: David Ramsay, City Manager
From: Barry Scott, Purchasing Agent
Date: October 22, 2008
Subject: REPORT ON PROCUREMENT ACTIVITIES FOR COUNCIL MEETING OF NOVEMBER 4, 2008

This report is provided to apprise the Council of recent and upcoming procurement activities where the cost is estimated to be in excess of \$50,000. The "Process" column on the table indicates the process being used to determine the award of the contract.

The City's major procurement activities initiated since October 8, 2008 are as follows:

	Project	Process	Estimate/Price	Status
1.	Kirkland Ave/3 rd Street Traffic Signal	Invitation for Bids	\$250,000	Advertised week of 10/27. Bids due week of 11/17.
2.	Office Supplies Contract	Cooperative Purchasing Agreement with King County	See below*	Effective November 1, 2008, the City will be using the King County contracts for office supplies (including copy paper) and toner cartridges awarded to Keeney's Office Products of Redmond, WA.

* Our 2007 expenditures for office supplies and copy paper were almost \$160,000. With the impending expiration of our current contract with Olympic Office Supply, we explored the option of using one of several office supply contracts awarded by other government agencies with which we have cooperative purchasing agreements. Based on potential cost savings and our expectations for customer service, it was determined that the King County contracts awarded to Keeney's Office Products (a Woman Owned Business) would best meet our needs. Keeney's price list is 10-15% lower than Olympic's prices on most major items that the City purchases, so the new contract is expected to save the City approximately \$15,000-\$25,000 annually. (In addition, Keeney's has a contract with the City of Seattle for remanufactured Steelcase wall panel systems that is available for our use.)

Please contact me if you have any questions regarding this report.