

**Columbus Consolidated Government  
Council Meeting Agenda Item**

<b>TO:</b>	Mayor and Councilors
<b>AGENDA SUBJECT:</b>	Office Supplies (Annual Contract) – RFP No. 23-0019
<b>INITIATED BY:</b>	Finance Department

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It is requested that Council authorize the execution of an annual contract with Malone Office Equipment, Inc., d/b/a Malone Office Environments (Columbus, GA) for the purchase of high-usage office supplies, as well as non-excluded catalog items, on an “as needed” basis for various locations of the Columbus Consolidated Government. This contract is valued at an estimated \$325,000.00 per year based upon prior usage.

Malone Office Environments will provide high-usage (core) office supplies, to include:

- Copy paper
- Paper and pads
- Filing supplies
- Pens
- Desk supplies

Additionally, the vendor will provide discounts on catalog (non-core) items, toners and furniture. Orders will be placed via an online ordering portal. The contract excludes all copiers/printers and computer equipment (hardware and software).

**Contract Term**

The term of this contract shall be for two (2) years with the option to renew for three (3) additional twelve-month periods. Contract renewal shall be contingent upon the mutual agreement of the City and the Contractor.

**Annual Contract History:**

The previous five-year contract was awarded to Malone Office Equipment, Inc., d/b/a Malone Office Environments (Columbus, GA) on November 14, 2017 (Resolution No. 386-17).

**RFP Advertisement and Receipt of Proposals:**

RFP specifications were posted on the web page of the Purchasing Division, the Georgia Procurement Registry and DemandStar on April 6, 2023. This RFP has been advertised, opened and evaluated. Three proposals were received on May 5, 2023, from the following firms:

**Malone Office Equipment, Inc. d/b/a Malone Office Environments (Columbus, GA)**

Staples (Atlanta, GA)  
Lakeshore Learning Materials (Carson, CA)

The following events took place after receipt of the proposals:

<b>RFP MEETINGS/EVENTS</b>		
<b>Description</b>	<b>Date</b>	<b>Agenda/Action</b>
Pre-Evaluation Meeting	05/16/23	The Purchasing Manager advised evaluation committee members of the RFP rules and process, and the project manager provided an overview. Proposal copies were forwarded to each committee member to review.
1 <sup>st</sup> Evaluation Meeting	06/7/23	Committee members discussed all proposals; no clarifications were requested.
Evaluation Forms Sent	06/08/23	Evaluation forms were forwarded to voting committee members.
Evaluation Forms Returned	06/24/23	Evaluation forms were completed and returned to Purchasing for compilation of results.
Evaluation Results	06/28/23	Evaluation results were forwarded to the Evaluation Committee for review.
Recommendation Received	07/10/23	Via email, the committee members unanimously voted to award to the highest-scoring firm, Malone Office Equipment, Inc. d/b/a Malone Office Environments

**Evaluation Committee:**

The proposals were reviewed by the Evaluation Committee, which consisted of a voting member from the Columbus Police Department a voting member from METRA, and a voting member from the Parks and Recreation Department.

A representative from the Trade Center served as an alternate voter.

Two representatives from Finance and one representative from Columbus Fire and EMS served as non-voting advisors.

**Award Recommendation:**

The evaluation committee deemed the proposal from Malone Office Equipment, Inc. most responsive to the RFP specifications, as reflected by the comments below:

- Service, client work history, online ordering process and return process.
- What I like most about the vendor’s proposal is their discount on furniture transactions while also providing access to over thirty (30) furniture lines [which are] available on the State of Georgia contract.
- The dedicated account representative and variety of material share equal ranking in my evaluation.

**Vendor Experience/Qualifications:**

- Malone Office Environments is a locally owned small business based in Columbus, Georgia, since 1934.

- The firm has been owned and operated by the Buracker family since 1967.
- With the addition of the State of Georgia contract for office supplies, via a partnership with My Georgia Office Products (MYGAOP), Malone Office Environment's supply division has quadrupled in size since 2008.

**Client Work History:**

- ***Enrichment Servicers Program (Columbus, GA)***  
*05/2020 - Present*  
Provide office supplies, janitorial supplies and school products to eighteen (18) locations. Provide customized billing broken down and summarized by Federal grants. Maintain budgets for each location broken down by Federal grant.
- ***DOAS – State of Georgia Contract (Atlanta, GA)***  
*04/2020 – 04/2026*  
***(via cooperative with MYGAOP)*** Provide office products for State agencies, as well as City and County governments and school districts in 162 Cities within the State of Georgia. Service area reaches from Carrollton, Georgia, to Americus, Georgia and west to Macon, Georgia.
- ***Muscogee County School District (Columbus, GA)***  
*Ongoing*  
Provide office products, janitorial products, school products and furniture through purchase orders, state contract and credit card purchases.

The City's Procurement Ordinance Article 3-110, Competitive Sealed Proposals for the procurement of Equipment, Supplies and Professional Services, governs the RFP Process. During the RFP process, there is no formal opening due to the possibility of negotiated components of the proposal. In the event City Council does not approve the recommended offeror, no proposal responses or any negotiated components are made public until after the award of the contract. Therefore, the evaluation results and cost information has been submitted to the City Manager in a separate memo for informational purposes.

Funds are budgeted each fiscal year for this on-going expense: Various Departments - Office Supplies and Operating Materials; 6711 & 6728.

**A RESOLUTION**

**NO. \_\_\_\_\_**

**A RESOLUTION AUTHORIZING THE EXECUTION OF AN ANNUAL CONTRACT WITH MALONE OFFICE EQUIPMENT, INC. D/B/A MALONE OFFICE ENVIRONMENTS (COLUMBUS, GA) FOR THE PURCHASE OF HIGH-USAGE OFFICE SUPPLIES, AS WELL AS NON-EXCLUDED CATALOG ITEMS, ON AN “AS NEEDED” BASIS FOR VARIOUS LOCATIONS OF THE COLUMBUS CONSOLIDATED GOVERNMENT. THIS CONTRACT IS VALUED AT AN ESTIMATED \$325,000.00 PER YEAR BASED ON PRIOR USAGE.**

**WHEREAS**, an RFP was administered (RFP No. 23-0019) and three proposals were received; and,

**WHEREAS**, the proposal submitted by Malone Office Environments was deemed most responsive to the RFP; and,

**WHEREAS**, the contract term shall be for two years, with the option to renew for three additional twelve-month periods. The contract renewals will be contingent upon the mutual agreement of the City and the Contractor.

**NOW, THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY RESOLVES AS FOLLOWS:**

That the City Manager is hereby authorized to execute an annual contract with Malone Office Equipment, Inc. d/b/a Malone Office Environments (Columbus, GA) for the purchase of high-usage office supplies, as well as non-excluded catalog items, on an “as needed” basis for various locations of the Columbus Consolidated Government. Funds are budgeted each fiscal year for this on-going expense: Various Departments - Office Supplies and Operating Materials; 6711 & 6728.

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Introduced at a regular meeting of the Council of Columbus, Georgia, held the \_\_\_\_\_ day of \_\_\_\_\_, 2023 and adopted at said meeting by the affirmative vote of \_\_\_\_\_ members of said Council.

- Councilor Allen voting \_\_\_\_\_.
- Councilor Barnes voting \_\_\_\_\_.
- Councilor Begly voting \_\_\_\_\_.
- Councilor Cogle voting \_\_\_\_\_.
- Councilor Crabb voting \_\_\_\_\_.
- Councilor Davis voting \_\_\_\_\_.
- Councilor Garrett voting \_\_\_\_\_.
- Councilor Huff voting \_\_\_\_\_.
- Councilor Thomas voting \_\_\_\_\_.

Councilor Tucker voting

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Sandra T. Davis, Clerk of Council

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B.H. "Skip" Henderson III, Mayor