



Office of the City Manager

CONSENT CALENDAR
September 16, 2025

To: Honorable Mayor and Members of the City Council

From: Paul Buddenhagen, City Manager

Submitted by: Henry Oyekanmi, Director, Finance Department

Subject: Purchase Order: Blaisdell's Business Products for Office Supplies, Printing Paper, Small Equipment and Office Furniture

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to increase the Blanket Purchase Order with Blaisdell's Business Products for the purchase of miscellaneous office supplies, printing paper, small equipment and office furniture. The City is currently piggybacking off Omnia Partners Region 4 ESC Contract No. R190301. The contract term will commence on June 1, 2025, through May 31, 2026, with the option of one (1) single-year renewal for a total not to exceed amount of \$1,100,000 over a two-year term, subject to the City's annual budget appropriation.

FISCAL IMPACTS OF RECOMMENDATION

Funding for the Blanket PO will come from each department's operating budget. The City spends an average of \$540,000 annually. Expenditures for office supplies, printing paper, small equipment and office furniture are expected to total \$1,100,000 over (2) years, through May 31, 2027 (with next year's option exercised).

CURRENT SITUATION AND ITS EFFECTS

Blaisdell's continues to offer the City competitive prices, especially by piggybacking off of the Omnia Partners agreement which gives the benefit of economy of scale. Having one company also makes it more efficient to track budgets and purchases citywide.

BACKGROUND

In 2019, the City had the opportunity to piggyback off of Omnia Partners Region 4 ESC Contract No. R190301 to establish a long-term relationship with Blaisdells. Region 4 Education Service Center is part of Omnia Partners, a cooperative purchasing organization that serves more than 60,000 public entities and boasts roughly \$13 billion in purchasing power. On June 1, 2019, Region 4 concluded Contract No. R190301 for office supplies with Epic Business Essentials. Epic Business Essentials is a cooperative

of independent local suppliers of office products and services and Blaisdell's Business Products is one of the cooperative members. By piggybacking off of Region 4 Contract, the City will secure office supplies' most advantageous prices over the next two years and, at the same time, add service value as a result of a long-term partnership with Blaisdell's Business Products.

RATIONALE FOR RECOMMENDATION

General Services staff, after researching the market and analyzing City's current and future requirements for office supplies, selected Blaisdell's Business Products as the best option to fulfill City needs. Furthermore, it was determined that piggybacking off of Omnia Partners Region 4 ESC Contract No. R19030 would be the best sourcing method since it would afford the City cost savings deriving mainly from the economies of scale of a large purchasing consortium.

ENVIRONMENTAL SUSTAINABILITY

Omnia Partners Region 4 ESC awarded Contract No. R190301 through an RFP and the criteria adopted to secure responsiveness and responsibility of proposers included an evaluation of green or sustainability programs and social diversity initiatives. Moreover, Blaisdell's Business Solution displays a particular focus on sustainability which is corroborated by the following certifications: Certified Woman-Owned Business Enterprise, Certified member of the California Green Business Network of Alameda County, BBB Accredited Business. Specifically, to the City of Berkeley, Blaisdell's Business Solution supported the implementation of the City's Environmentally Preferable Purchasing through an established re-use and recycle program.

ALTERNATIVE ACTIONS CONSIDERED

The alternative considered was to conduct a formal bid solicitation. However, after researching the market, assessing departmental needs and considering transaction and eventual transition expenses, it was found that costs and risks of an RFP outweigh the benefits of piggybacking off of Region 4 Contract. A City RFP on its own will not improve pricing because of lack economies of scale

CONTACT PERSON

Henry Oyekanmi, Director of Finance, Finance Department, 981-7301

Attachments:

1. Resolution

RESOLUTION NO. ##,##-N.S.

CITYWIDE BLANKET PURCHASE ORDER WITH BLAISDELL'S BUSINESS SOLUTIONS FOR OFFICE SUPPLIES, PRINTING PAPER, SMALL EQUIPMENT AND OFFICE FURNITURE

WHEREAS, all City departments need office supplies, printing paper, small equipment and office furniture to conduct daily activities; and

WHEREAS, City Council Resolution No. 69,313-N.S. authorized the City Manager to piggyback off of Omnia Partners Region 4 ESC awarded Contract No. R190301 for the issuance of Purchase Orders to Blaisdell's Business Products for the purchase of office supplies, small equipment and office furniture to conduct daily activities; and

WHEREAS, Omnia Partners Region 4 ESC awarded Contract No. R190301 allows the City to secure office supplies, printing paper, small equipment and office furniture at most advantageous prices for the next two years and, at the same time, adds service value as the result of a long-term partnership with Blaisdell's Business Products.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager, or designee, is authorized to increase the Blanket PO with Blaisdell's Business Products for the provision of office supplies, printing paper, small equipment and office furniture. The Blanket PO term will be in effect from June 1, 2025, through May 31, 2026, with the option to renew another year for a total not to exceed amount of \$1,100,000 over a two-year term, subject to the City's annual budget appropriation.

