



Office of the City Manager

CONSENT CALENDAR  
November 18, 2025

To: Honorable Mayor and Members of the City Council  
 From: Paul Buddenhagen, City Manager  
 Submitted by: David Sprague, Fire Chief  
 Subject: Purchase Order: Blaisdell's Business products for office furniture and equipment for Fire Headquarters

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to issue purchase orders with Blaisdell's Business Products for the purchase of miscellaneous office supplies, small equipment and office furniture for Fire Headquarters using the Omnia Partners Region 4 ESC Contract No. R190301 for an amount not to exceed \$1,500,000 through May 31, 2026, with the option of one (1) single-year extension if the Omnia contract is extended.

FISCAL IMPACTS OF RECOMMENDATION

Funding for will come from Measure FF (Fire and Emergency Services) and UC Settlement funds.

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

The Fire Department is planning to move into the first building of the new Headquarters in late February 2026 and the rest of the buildings by mid-2026. The Department is developing plans to furnish them and Blaisdell's is a local vendor that is well positioned to help provide this service. The existing Blanket Purchase Order the city has with Blaisdell's is not of sufficient size to accommodate this project.

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

On September 16, 2025, the Finance Department brought an item to Council requesting an increase to Blaisdell's Blanket Purchase Order after researching the market and analyzing City's current and future requirements for office supplies. They selected Blaisdell's Business Products as the best option to fulfill City needs. It was determined that piggybacking off 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. Since the General Services evaluation was performed less than two months prior, it remains relevant and applies to this project.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

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 the Region 4 Contract. A City RFP on its own will not improve pricing because of lack economies of scale.

CONTACT PERSON

David Sprague, Fire Chief, 510-981-3473

Attachments:

1: Resolution

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

PURCHASE ORDER: BLAISDELL'S BUSINESS PRODUCTS FOR OFFICE FURNITURE AND EQUIPMENT FOR FIRE HEADQUARTERS

WHEREAS, the Fire Department is moving into a new Fire Headquarters and City Emergency Operations Center; and

WHEREAS, as part of that project, the City must purchase office furniture and small equipment to furnish the facility, and

WHEREAS, City Council Resolution No. 69,313-N.S. authorized the City Manager to piggyback off the 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 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 issue purchase orders with Blaisdell's Business Products for the purchase of miscellaneous office supplies, small equipment and office furniture for Fire Headquarters using the Omnia Partners Region 4 ESC Contract No. R190301 for an amount not to exceed \$1,500,000 through May 31, 2026, with the option of one (1) single-year extension if the Omnia contract is extended.

