

**INTERNAL SERVICES DEPT.
PURCHASING & CONTRACTS
BULLETIN**

1100 N. Eastern Avenue
Los Angeles, CA 90063

BULLETIN NO. 3-16-2009 (47)

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FOR INFORMATION: See Below

Gerald Plummer
323-267-2574

ATTENTION: ADMINISTRATIVE DEPUTIES
MATERIALS MANAGERS
SUPPLY OFFICERS
PROCUREMENT OFFICES

SUBJECT: **Standardization of Office Supplies**

In order to assist County departments and agencies with readily identifying areas of cost savings on office supplies, at the request of the CEO (see attached), the Internal Services Department (ISD) developed the following list of commonly used office supplies contained in the current County Office Depot office supply agreement.

Substituting these items in lieu of purchasing other similar products on agreement (e.g., ballpoint pens, etc.) would result in a significant cost savings to departments.

Whenever filling an associated purchase requirement, departments should purchase only these items. These are the only products, within these categories, to be purchased as needed.

If there are any questions regarding this information, contact Gerald Plummer of ISD Purchasing at (323) 267-2670 or via email at: gplummer@isd.lacounty.gov.

SKU	Description	Each Cost
908210	Stapler	1.64
495549	HD Stapler	23.5
549014	Stapler, Electric	13.73
427111	Remover, Staple	0.24
207902	Staple 1/4	0.000032
344139	Staple 15/16	0.0055
371666	Staple 1/2	0.001
892729	Staple 3/8	0.0008
264088	Staple 5/8	0.0022
910372	Dispenser 3/4 Hand	0.48
173336	Dispenser 3/4 desktop	1.4
172395	Tape 3/4	1.08
913597	Scissors 8" Blk	1.06
720461	Ruler 12" Plastic	0.07
692242	Ruler 15" Steel	1.48
998039	Ruler 18" Wood	0.78
856198	Rubber bands 16 1/4#	0.59
856297	Rubber bands 32 1/4#	
856333	Rubber bands 33 1/4#	
856585	Rubber bands 54 1/4#	
856657	Rubber band 64 1/4#	
909622	Rubber bands 12 1#	2.93
909648	Rubber bands 16 1#	
909689	Rubber bands 18 1#	
909697	Rubber bands 54 1#	
909708	Rubber bands 64 1#	
909713	Rubber bands 117B 1#	
909630	Rubber bands 14 1#	
987370	Rubber bands 84 1#	
178196	Mat 66 x 60	54.99
475823	Mat 45 x 53	13.59
475676	Mat 36 x 48	12.36
478028	Mat 46 x 60	16.56
102591	Mat 36 x 60	23.93
102741	Mat 48 x 72	38.28
163111	Mat 24 x 36	13.74
268096	Highlighter	0.33
909119	Fluid, Correction Wht	0.19
254089	Tape, Correction	1.01
498022	Clamp, Butterfly	0.037
825273	Pin, Push	0.0127
909309	Clip, Binder, Mini 1/4	0.0292
825182	Clip, Binder, Sm 3/4	0.0074
429431	Clip, Binder, Med	0.0192

SKU	Description	Each Cost
268081	Book, Steno	0.59
305706	Pad 8.5 x 11	0.36
307397	Pad 5 x 8	0.5
223291	Pad 8.5 x 14	0.77
588268	Book, Composition	0.99
206426	Eraser, Cap	0.04
929554	Eraser, Refill	0.13
107580	Pencil #2	0.02
154920	Pencil, Mechanical	0.11
824728	Sharpener, Electric	9.72
929380	Lead. .5MM	0.05
929497	Lead .7MM	0.05
368738	Pad, Post It 3 x 3	0.19
638720	Pad, Post It 1.5 x 2	0.09
368746	Pad, Post It 3 x 5	0.27
723824	Pad, Post It 4 x 6	1.28
268096	Highlighter	0.33
909119	Fluid, Correction Wht	0.19
254089	Tape, Correction	1.01
498022	Clamp, Butterfly	0.037
825273	Pin, Push	0.0127
909309	Clip, Binder, Mini 1/4	0.0292
825182	Clip, Binder, Sm 3/4	0.0074
429431	Clip, Binder, Med	0.0192
308957	Clip, Binder, Lg	0.0542
429266	Clip, Paper #1	0.0005
429175	Clip, Paper Jumbo	0.0015
470591	Clipboard, Letter	0.3
548883	Pen, Med Blk	0.05
268081	Book, Steno	0.59
305706	Pad 8.5 x 11	0.36
307397	Pad 5 x 8	0.5
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March 2, 2009

To: All Department Heads
From: William T Fujioka
Chief Executive Officer

OFFICE SUPPLY EXPENDITURES

In our continuing effort to cut costs, the Internal Services Department (ISD) was asked to analyze commodity contract purchases, such as office supplies, where like-items could be substituted for a lower cost product.

The County's annual expenditure on office supplies exceeds \$6 million. ISD's analysis of comparable items on the County's Office Depot contract indicates the potential for a countywide savings of approximately \$469,000 annually on selected office supplies.

For example, countywide purchases of writing pens exceeded \$195,000 during calendar year 2008. These range from basic stick ballpoint pens at 5 cents each, to more expensive gel and grip pens that can cost many times that amount. By standardizing and purchasing the lowest cost pens on contract, the annual potential savings to the County would be as much as \$162,000 on this single product category.

ISD will be issuing a Purchasing Bulletin identifying the alternative product categories with instructions to each department's procurement office to ensure that the lower priced products are being purchased.

If you have any questions, please contact Tom Tindall of ISD at 323-267-2101. You may also contact Joe Sandoval of ISD Purchasing and Contract Services at (323) 267-2109 or via email at: jsandoval@isd.lacounty.gov.

WTF:TT:JS

c: Each Supervisor
Administrative Deputies

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