

**METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS
777 North Capitol Street, NE
Washington, DC 20002**

APPROVAL OF CONTRACTS FOR OFFICE SERVICES AND DOCUMENT PRODUCTION

WHEREAS, the Metropolitan Washington Council of Governments (COG) owns and occupies office space at 777 North Capitol Street NE; and

WHEREAS, COG requires general office services to include receptionist, meeting setup, postal mail processing, and stocking of general office supplies; and

WHEREAS, COG requires the capability to copy documents, prepare reports, and produce other paper products to support COG's activities and committees; and

WHEREAS, COG's current contracts for Office Services and Document Production will expire in November 2013; and

WHEREAS, COG's analysis anticipates the new contracts to save approximately \$179,000 a year; 47 percent annually compared to the expiring contracts currently providing these services; and

WHEREAS, COG management has identified the required Office Services and Document Production needs and included funding for both in the COG Board approved FY2014 IT Annual Operating Budget and FY2014 Facilities Annual Operating Budget;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE
METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS THAT:**

The Executive Director, or his designee, is authorized to enter into competitively bid contracts not to exceed \$375,000 for the initial year of services and necessary equipment procurement. Authorization also extends for up to 5-years of service at favorable terms, conditions, and price.

I HEREBY CERTIFY THAT the foregoing resolution was approved and adopted by the COG Board of Directors at its regular meeting held on October 9, 2013.

***Monica Beyrouti
Clerk to the Board of Directors***