



MEMORANDUM

Council Agenda
Item No. IX. G
5/20/2025

The City of OKLAHOMA CITY

TO: Mayor and City Council

FROM: Craig Freeman, City Manager

1. Renewal No. 1 of pricing agreements, ABC Office, LLC (COKC00579), Admiral Express, LLC (COKC00580), Copelin Contract, LLC (COKC00198), Focus Workplace Furniture + Design (COKC00199), Furniture Marketing Group, Inc. (COKC00581), L & M Office Furniture, LLC (COKC00201), Merrifield Office & School Supply (COKC00202), Office Interiors, LLC (COKC00203), Pinnacle Design Group (COKC00204), Southwestern Stationers, Inc. (COKC00205), Spaces, Inc. (COKC00206) and Staples Technology Solutions (COKC00207), furniture for City facilities, estimated cost \$1,500,000, May 29, 2025 through May 28, 2026; and
2. Resolution authorizing the open market purchase of no bid items and related items and services not available on a pricing agreement (COKC01736), estimated cost \$60,000, May 29, 2025 through May 28, 2026.

Background:

The pricing agreements were originally awarded May 21, 2024 (Item No. IX.D.) for the period ended May 28, 2025. The agreements include two one-year renewal options. This is the first renewal for these agreements.

The pricing agreements meet the City's policy on renewal of contracts for goods and services. Staff has notified the vendors the City wishes to renew the pricing agreements under the same terms and conditions as previously awarded. Letters agreeing to the renewal have been received from the vendors. ABC Office, LLC is requesting some price adjustments to a few line items. Staff reviewed the updates and believe them to be fair and in line with market and industry conditions.

The estimated cost for these pricing agreements is based on previous expenditures for this commodity. There is no obligation to purchase from these pricing agreements. All purchases are subject to future appropriations and the availability of funds.

Staff also requests Council authorization the open market purchase of furniture for City facilities no bid items and related items not available on a pricing agreement (COKC01736), estimated cost \$60,000, May 29, 2025 through May 28, 2026. Purchases made with this authority will comply with the City's open market purchasing policies. Individual purchases exceeding \$50,000 under this open market resolution will be approved by the City Council through a separate agreement or resolution.

Pricing Agreements:

(COKC00579)

ABC Office, LLC

Furniture – Various Brands – 25% to 60% discount

Insurance certificate provided for delivery and installation.

(COKC00580)

Admiral Express, LLC

Furniture – Various Brands – 42% to 53% discount

Insurance certificate provided for delivery and installation.

Restocking fee – 100%

(COKC00198)

Copelin Contract, LLC

Furniture – Various Brands – 47% to 60% discount

Insurance certificate provided for delivery and installation.

(COKC00199)

Focus Workplace Furniture + Design

(Furniture – Various Brands – 32% to 55% discount

Insurance certificate provided for delivery and installation.

Restocking fee – 100%

(COKC00581)

Furniture Marketing Group, Inc.

Furniture – Various Brands – 45-74% discount

Insurance certificate provided for delivery and installation.

Restocking fee – 100%

(COKC00201)

L & M Office Furniture, LLC

Furniture – Various Brands – 40% to 55% discount

Insurance certificate provided for delivery and installation.

Restocking fee – 50%

(COKC00202)

Merrifield Office & School Supply

Furniture – Various Brands – 20% to 57% discount

Insurance certificate provided for delivery and installation.

(COKC00203)

Office Interiors, LLC

Furniture – Various Brands – 33% to 70% discount

Insurance certificate provided for delivery and installation.

Restocking fee – based on manufacturers terms for restocking.

(COKC00204)

Pinnacle Design Group

Furniture – Various Brands – 40-68% discount

Insurance certificate provided for delivery and installation.

Restocking fee – 15%

(COKC00205)

Southwestern Stationers, Inc.

Furniture – Various Brands – 20-60% discount

Insurance certificate provided for delivery and installation.

Restocking fee – 100%

(COKC00206)

Spaces, Inc.

Furniture – Various Brands – 35% to 68% discount

Insurance certificate provided for delivery and installation.

Restocking fee – 25%

(COKC00207)

Staples Technology Solutions

Furniture – Various Brands – 40-53% discount

Insurance certificate provided for delivery and installation.

Estimated Cost:

Pricing Agreement	\$1,500,000
Open Market	<u>60,000</u>
	\$1,560,000

Source of Funds:

Various funds and accounts

Review:

Finance Department

Recommendation: Agreements to be renewed and Resolution be adopted.