



MEMORANDUM

Council Agenda
Item No. IX. A
3/25/2025

The City of OKLAHOMA CITY

TO: Mayor and City Council

FROM: Craig Freeman, City Manager

Renewal No. 1 of pricing agreements, Mercurius, Inc. (C251018) and MIDCON Data Services, LLC (C251019), document scanning, conversion, destruction, and data entry services, estimated cost \$300,000, March 27, 2025 through March 26, 2026.

Background:

These pricing agreements were originally awarded March 26, 2024 (Item No. IX.E.) for the period ending March 26, 2025. The pricing agreements include two one-year renewal options. This is the first renewal option for these agreements.

The pricing agreements meet the City's policy on renewal of pricing agreements for goods and services. Staff has notified the vendors that 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 all vendors.

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

Pricing Agreements:

(C251018)

Mercurius, Inc.

All items as bid.

(C251019)

MIDCON Data Services, LLC

All items as bid.

Estimated Cost:

\$300,000

Source of Funds:

Various funds and accounts

Review:

Finance Department

Recommendation: Agreements be renewed.