



# MEMORANDUM

Council Agenda  
Item No. IX. L  
6/20/2023

## The City of OKLAHOMA CITY

TO: Mayor and City Council

FROM: Craig Freeman, City Manager

1. Renewal of pricing agreement with Lindenmeyr Munroe (R24-C223038) and Staples Contract & Commercial LLC operating as Staples Business Advantage (R24-C223039), paper and envelopes, estimated cost \$175,000, July 1, 2023 through June 30, 2024; and
2. Resolution authorizing the open market purchase of no bid items and related items not available on a pricing agreement (OM24-C223040), estimated cost \$50,000, July 1, 2023 through June 30, 2024.

### **Background:**

These pricing agreements were awarded on June 22, 2021 (Item No. VII.M.1&2), for the period ended June 30, 2022. The agreements were renewed on July 5, 2022 (Item No. IX.AA.1&2) for the period ending June 30, 2023. These agreements included two one-year renewal options. This is the second 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 that the City wishes to renew the pricing agreements under the same terms and conditions, including price, as previously awarded. A letter agreeing to the renewal has been received from each vendor. Lindenmeyr Munroe submitted a price increase with their renewal. The price increases have occurred due to the fluctuation of paper product price increases that are beyond the vendor's control.

No bids were received on certain sizes and types of papers and envelopes. Staff requests open market authority for the purchase of paper and envelopes no bid items and related items not available on a pricing agreement, estimated cost \$50,000, July 1, 2023 through June 30, 2024. Purchases made with this authority will comply with the City's open market purchasing policies.

The estimated cost for these pricing agreements 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.

### **Bids:**

(R24-C223038)

Lindenmeyr Munroe

All Items as bid.

(R24-C223039)

Staples Contract & Commercial, LLC operating as Staples Business Advantage

All Items as bid.

**Estimated Cost:**

Pricing Agreement      \$175,000

Open Market              \$ 50,000

\$225,000

**Source of Funds:**

Various funds and accounts

**Review:**

Finance Department

**Recommendation:** Agreements be renewed and Resolution be adopted.