



# MEMORANDUM

Council Agenda  
Item No. IX. P.  
7/2/2024

## The City of OKLAHOMA CITY

TO: Mayor and City Council

FROM: Craig Freeman, City Manager

Pricing agreement awards and approvals, Inland Associates, Inc. (COKC00413), Southern Computer Warehouse, Inc. (COKC00414) and Turn-Key Mobile, Inc. (COKC00415), Brother mobile printers and accessories, estimated cost \$100,000, July 6, 2024 through July 5, 2025.

**Purpose:**

To provide Brother mobile printers and accessories for the Information Technology Department and other City departments and Trusts. These pricing agreements have two one-year renewal options.

**Specifications Advertised:**

April 24, 2024

**Bids Received:**

May 22, 2024

**Bids:**

(COKC00413)

Inland Associates, Inc.

All items as bid.

(COKC00414)

Southern Computer Warehouse, Inc.

All items as bid.

(COKC00415)

Turn-Key Mobile, Inc.

All items as bid.

**Bidding Information:**

The current agreements for this commodity expire July 5, 2024.

The specifications were advertised in the Journal Record and posted in the electronic bidding system. On May 15, 2024, Addendum No. 1 was issued to extend the date of the solicitation. Fifty-eight potential bidders viewed the specifications with eight bids submitted.

Staff recommends award to the three bidders with the lowest and best pricing to ensure adequate coverage for this commodity. City departments and Trusts will be required to obtain quotes for purchases greater than \$5,000, to ensure the greatest cost savings is provided to the City and Trusts. The awarded vendors offer discounted pricing for a variety of manufacturer's products and services.

The estimated cost for these pricing agreements is based on anticipated 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.

**Estimated Cost:**

\$100,000

**Source of Funds:**

Various funds and accounts

**Review:**

Finance Department

**Recommendation:** Agreements be awarded and approved.