



# MEMORANDUM

Council Agenda  
Item No. IX. L  
5/21/2024

## The City of OKLAHOMA CITY

TO: Mayor and City Council

FROM: Craig Freeman, City Manager

Resolution authorizing the purchase of office supplies through OMNIA Partners contract (COKC00099), estimated cost \$300,000, June 1, 2024 through May 31, 2025.

**Purpose:**

To authorize the purchase of office supplies for City Departments and Trusts from a cooperative agreement.

**Background:**

The City and Trusts have a continuing need to purchase office supplies which are available through OMNIA Partners. OMNIA Partners benefits public agencies by providing national pricing through competitively solicited proposals. This contract adoption will allow Departments to purchase needed supplies at a discounted price. The approval of this contract follows the same procedures as used when purchasing from State contracts.

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

**Vendor:**

Office Depot, Inc.

**Estimated Cost:**

\$300,000

**Source of Funds:**

Various funds and accounts

**Recommendation:** Resolution be adopted.