



MEMORANDUM

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

The City of OKLAHOMA CITY

TO: Mayor and City Council

FROM: Craig Freeman, City Manager

1. Pricing agreement awards and approvals, ABC Office, LLC (COKC00196), Admiral Express, LLC (COKC00197), Copelin Contract, LLC (COKC00198), Focus Workplace Furniture + Design (COKC00199), Furniture Marketing Group, Inc. (COKC00200), 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 Contract and Commercial, LLC (COKC00207), furniture for City facilities, estimated cost \$1,500,000, May 29, 2024 through May 28, 2025; and
2. Resolution authorizing the open market purchase of no bid items and related items and services not available on a pricing agreement (COKC00208), estimated cost \$50,000, May 29, 2024 through May 28, 2025.

Purpose:

To enter into pricing agreements for the purchase of furniture to meet the needs of various City departments and Trusts.

Specification Advertised:

February 21, 2024

Bids Received:

March 20, 2024

Bids:

(COKC00196)

ABC Office, LLC

Furniture – Various Brands – 25% to 54% discount

Insurance certificate provided for delivery and installation.

(COKC00197)

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%

(COKC00200)

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 Contract and Commercial, LLC

Furniture – Various Brands – 40-53% discount

Insurance certificate provided for delivery and installation.

Bidding Information:

Current pricing agreements for the purchase of furniture for city facilities will expire on May 28, 2024.

The specifications were advertised in the Journal Record and posted in the electronic bidding system. Seventy-two potential bidders viewed the specifications with 14 bids submitted. Amendment No. 1 was issued on March 12, 2024 to extend the bid due date to March 20, 2024.

Staff is recommending a multiple award to the overall lowest and best bidders to ensure adequate coverage for this commodity. The awarded vendors are offering discounted pricing for a variety of manufacturers required by City departments and Trusts.

No bids were received for the following line items: Brighton, Hamilton Sorter/Mailroom Modular, Prestige, Remstar Vertical File System, Russ Basset Cabinet and Shelving, Steel Fixtures and Tab Filing. Staff requests open market authority for the purchase of furniture for City facilities no bid items and related items and services not available on a pricing agreement, estimated cost \$50,000, May 29, 2024 through May 28, 2025. 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.

Estimated Cost:

Pricing Agreement	\$1,500,000
Open Market	<u>50,000</u>
	\$1,550,000

Source of Funds:

Various funds and accounts

Review:

Finance Department

Recommendation: Agreements be awarded and approved and Resolution be adopted.