



MEMORANDUM

Council Agenda
Item No. IX. S
5/20/2025

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 public sector purchasing cooperative (COKC01707), estimated cost \$300,000, June 1, 2025 through May 31, 2026.

Purpose:

To authorize the purchase of office supplies for City departments and Trusts. This contract adoption will allow departments an additional resource to purchase needed supplies at a discounted price.

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.

OMNIA Partners is a cooperative purchasing organization that provides government entities access to competitively solicited purchasing plans. Through OMNIA Partners, the City will procure goods and services using an established government contract, which adheres to bidding procedures that substantially comply with the City's requirements. The approval process for this contract mirrors the procedures followed 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.

Staff requests Council authorize the purchase of office supplies through OMNIA Partners public sector purchasing cooperative (COKC01707), estimated cost \$300,000, June 1, 2025 through May 31, 2026.

Vendor:

Office Depot, Inc.

Estimated Cost:

\$300,000

Source of Funds:

Various funds and accounts

Recommendation: Resolution be adopted.