



MEMORANDUM

Council Agenda
Item No. IX. A
5/23/2023

The City of OKLAHOMA CITY

TO: Mayor and City Council

FROM: Craig Freeman, City Manager

1. Renewal of pricing agreements, Copelin Contract, LLC (R24-C223009), Focus Office Furniture, LLC (R24-C223010), L & M Office Furniture, LLC. (R24-C223011), Merrifield Office & School Supply (R24-C223012), Office Interiors, LLC (R24-C223013), Spaces, Inc. (R24-C223014) and Warren Products, Inc. (R24-C223015), furniture for City facilities, estimated cost \$1,250,000, May 29, 2023 through May 28, 2024; and
2. Resolution authorizing the open market purchase of no bid items and related items and services not available on a pricing agreement (OM24-C223016), estimated cost \$75,000, May 29, 2023 through May 28, 2024.

Background:

These pricing agreements were awarded on May 25, 2021 (Item No. VII.Q.1&2) for the period ended May 28, 2022 and were renewed on May 10, 2022 (Item No. IX.C.1&2) for the period ending May 28, 2023. These agreements included two one-year renewal options. This is the second renewal of 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.

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.

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 (OM24-C223016), estimated cost \$75,000, May 29, 2023 through May 28, 2024.

Pricing Agreements:

(R24-C223009)

Copelin Contract, LLC

Furniture – Various Brands – 38% to 63% discount

Insurance certificate provided for delivery and installation.

(R24-C223010)

Focus Office Furniture, LLC

Furniture – Various Brands – 32% to 63% discount

Insurance certificate provided for delivery and installation.

Restocking fee – 35%

(R24-C223011)

L & M Office Furniture, LLC

Furniture – Various Brands – 48% to 55% discount

Insurance certificate provided for delivery and installation.

Restocking fee – 50%

(R24-C223012)

Merrifield Office & School Supply

Furniture – Various Brands – 33% to 57% discount

Insurance certificate provided for delivery and installation.

(R24-C223013)

Office Interiors, LLC

Furniture – Various Brands – 35% to 73% discount

Insurance certificate provided for delivery and installation.

Restocking fee – based on manufacturers terms for restocking.

(R24-C223014)

Spaces, Inc.

Furniture – Various Brands – 25% to 65% discount

Insurance certificate provided for delivery and installation.

Restocking fee – 100%

(R24-C223015)

Warren Products, Inc.

Furniture – Various Brands – 20% to 60% discount

Insurance certificate provided for delivery and installation.

Restocking fee – 25%

Estimated Cost:

Pricing Agreement \$1,250,000

Open Market 75,000

\$1,325,000

Source of Funds:

Various funds and accounts

Review:

Finance Department

Recommendation: Agreements be renewed and Resolution be adopted.