



MEMORANDUM

Council Agenda
Item No. IX. H.
8/13/2024

The City of OKLAHOMA CITY

TO: Mayor and City Council

FROM: Craig Freeman, City Manager

Resolution authorizing the purchase of office supplies from Sourcewell Purchasing Cooperative contract (COKC00654), estimated cost \$250,000, retroactive to August 1, 2024 through July 31, 2025; and authorizing the open market purchase of office supplies and related items and services not available on a contract (COKC00655), estimated cost \$75,000, retroactive to August 1, 2024 through July 31, 2025.

Background:

The City and Trusts have a continuing need to purchase office supplies which are available through the Sourcewell cooperative contract. Sourcewell 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.

Staff requests open market authority for the purchase of office supplies and related items and services not available on contract, estimated cost \$75,000, retroactive to August 1, 2024 through July 31, 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 authority will be approved by the City Council through a separate agreement or resolution.

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

Vendor:

Staples Contract and Commercial, LLC

Estimated Cost:

Cooperative Agreement	\$250,000
Open Market	<u>\$ 75,000</u>
Total	\$325,000

Source of Funds:

Various funds and accounts

Recommendation: Resolution be adopted.