



The City of
OKLAHOMA CITY
DEPARTMENT OF FINANCE

April 3, 2023

Lindenmeyr Munroe
7933 SW 34th Street
Oklahoma City, OK 73179

APPROVED
6-20-2023

BY THE CITY COUNCIL
Amy M. Simpson CITY CLERK

Dear Vendor:

The Contracting Entity and the contracting vendor have the option of renewing Contract/Pricing Agreement No. **R23-C223038 for Paper and Envelopes** for the term **7/1/2023 through 6/30/2024** under the same terms, conditions and provisions as originally awarded, including price(s).

Please indicate your concurrence or non-concurrence by completing the below listed information, including signature, and return to me by **May 1, 2023**. If the individual signing below is not the owner or an officer of the business or corporation, a letter of authorization should also be attached. Corporate Seal will be accepted in lieu of an authorization letter if affixed to this document.

YOUR CONCURRENCE DOES NOT GUARANTEE RENEWAL. Should the Contracting Entity decide not to renew the above contract, you will be notified in writing or electronically. **This form may be mailed, faxed, emailed, scanned, or otherwise electronically submitted for contract/pricing agreement renewal.**

If you have any questions, please contact me at (405) 297-2453, Fax (405) 297-2142 or Email: carla.jack@okc.gov.

Thank you,

Carla Jack
Carla Jack, Senior Buyer
Procurement Services

☒ Yes, I would like to renew
per the above mentioned.
☐ No, I do not wish to renew.

[INTERNAL USE ONLY]

☐ The Contracting Entity
chooses not to renew the
above contract/pricing
agreement.

JOHN ECHAVARRIA
PRINTED NAME
GENERAL MANAGER
TITLE
[Signature]
AUTHORIZED SIGNATURE
LINDENMEYR MUNROE
COMPANY NAME
7933 SW 34TH ST
STREET ADDRESS
OKLAHOMA CITY, OK 73179
CITY, STATE AND ZIP CODE
405-449-9110
BUSINESS TELEPHONE
KWILLIAMS@LINDENMEYR.COM
CONTACT E-MAIL

LETTER OF AUTHORIZATION

THIS LETTER OF AUTHORIZATION MUST BE COMPLETED AND SIGNED IF THE RENEWAL LETTER WAS NOT SIGNED BY THE OWNER, A GENERAL PARTNER, OR AN OFFICER OF THE CORPORATION

City of Oklahoma City or related Public Trust:

This letter authorizes JOHN ECHAYARRIA to sign

Renewal Letters and all forms related to the City of Oklahoma City's pricing agreement/contract

on behalf of LINDENMEYER MUNROE
Company Name

Sincerely,



Signature of Authorized Agent

Senior Vice President GM 5/9/23

Print Title

Date

David Brown

Print Name

Email Address: dbrown@lindenmeyer.com

Title: (must be checked)

- | | |
|------------------------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Owner | <input type="checkbox"/> Treasurer |
| <input type="checkbox"/> Chief Executive Officer [CEO] | <input type="checkbox"/> Corporate Secretary |
| <input type="checkbox"/> Chief Financial Officer [CFO] | <input type="checkbox"/> Assistant Secretary |
| <input type="checkbox"/> Chief Operating Officer [COO] | <input type="checkbox"/> Secretary-Treasurer |
| <input type="checkbox"/> Chairman or Chairman of the Board | <input type="checkbox"/> President |
| <input checked="" type="checkbox"/> Vice-President | |



The City of Oklahoma City
Procurement Services
100 North Walker
Oklahoma City, OK 73102

To Whom It May Concern:

We were awarded Contract/Pricing Agreement No. C223038 for Paper and Envelopes for the term of 7/1/2021 through 6/30/23 in June of 2021. We have since received the renewal letter for 7-1-2023 through 6-30-2024. Since the inception of this contract our industry has been dealing with price increases on a regular basis due to strong inflationary pressures, consistent rise in raw materials and transportation costs.

We have seen fewer price increases monthly and our paper and envelope shortages have improved. On the last renewal document, we asked that we look at the pricing every other month and adjust pricing based on any increases. The last price increases were sent in September 2022, but I need to make changes to a few items. We need to adjust our current pricing to cover the costs of those increases. Going forward we would like to continue the option to re-evaluate pricing every other month. We respectfully request that this be an addendum to the contract.

I will provide a list of the items that need to have price increases immediately. Thanks for your help in this situation.

Sincerely,

Kathleen Williams

Branch Manager Lindenmeyr Munroe SW Division Oklahoma City

CITY OF OKLAHOMA CONTRACT C223038 PRICE INCREASES FOR 7-1-23

CUSTOMER ACCT NO		DATE	PRODUCT CODE	PRODUCT DESCRIPTION	CONTRACT PRICING	UPDATED PRICING
1	23682	03/10/2022	6417.851120.	8.5X11 20T REPORT MULTIPURPOSE FSC 10M ULTRA BRT WHT FSC MIX 70% -- 5000/CTN	N/A CURRENTLY	N/A CURRENTLY
2			2328.851120.	8.5X11 20T CARVAJAL SMARTCOPY 10M WHITE -- 5000/CTN	52.10/CTN	56.25/CTN OPEN MKT
3			6417.85172	11X17 20T REPORT MULTIPURPOSE -- 2500/CTN -- RELAY NOT AVAILABLE	59.88/CTN	69.68/CTN OPEN MKT
4			3490.105015	8.5X14 MP 20T HAMMERMILL -- RELAY NOT AVAILABLE	71.05/CTN	90.70/OPEN MKT
5			3490.053920.	8.5X11 20T INTERNATIONAL PAPER RELAY 3HP SFI -- 5000/CTN	54.20/CTN	64.10/CTN
6			3490.058350.	8.5X11 24T HAMMERMILL PREM LASER PRINT FSC -- 5000/CTN	99.50/CTN	101.60/CTN
7			3490.058355	8.5X14 24T HAMMERMILL PREM LASER PRINT FSC -- 5000/CTN	136.75/CTN	138.35/CTN
8			3490.058358	11X17 24T HAMMERMILL PREM LASER PRINT FSC -- 2500/CTN	107.58/CTN	108.83/CTN
9			6305.279657	18x12 80C BLAZER DIGITAL GLOSS FSC MIX -- 750/CTN	76.01/CTN	82.86/CTN
10			6305.279631	18X12 80C BLAZER DIGITAL SATIN FSC MIX -- 750/CTN	76.01/CTN	82.86/CTN
11			3490.188095	18x12 80C ACCENT OPAQUE SMOOTH FSC MIX -- 1000/CTN	101.60/CTN	103.28/CTN
12			6305.279622	12X18 80T BLAZER DIGITAL SATIN FSC MIX -- 1500/CTN	81.30/CTN	88.67/CTN
13			6305.279499	12X18 80T BLAZER DIGITAL GLOSS FSC MIX -- 1500/CTN	81.30/CTN	88.67/CTN
14			4715.150670.	8.5x11 80C CLASSIC LINEN SOLAR WHITE -- 2000/CTN	253.90/CTN	268.84/CTN
15			7189.WC0612	8.5X11 WAUSAU COATED FLUORESCENT ORANGE 60T PERM -- 2000/CTN	498.00/CTN	498.00/CTN
16			7189.WC0100	8.5X11 WAUSAU COATED UNCOATED OFFSET 60T WHITE -- 2000/CTN	316/CTN	316.00/CTN
17			3490.016375	8.5X11 80C ACCENT SMOOTH OPAQUE -- 2000/CTN	85.00/CTN	87.00/CTN
18			3490.130610.	8.5X11 67# SPRINGHILL VELLUM BRISTOL FSC WHITE -- 2000/CTN	62.00/CTN	63.50/CTN
19			3490.130613	11X17 67# SPRINGHILL VELLUM BRISTOL FSC WHITE -- 1000/CTN	64.00/CTN	65.81/CTN
20			3490.130612	8.5X14 67# SPRINGHILL VELLUM BRISTOL FSC WHITE -- 2000/CTN	83.50/CTN	86.50/CTN
21			3490.008830.	8.5X11 20T HAMMERMILL COLORS FSC MIX -- 5000/CTN	75.90/CTN	81.30/CTN
22				CANARY--008830, IVORY-- 008850 PINK--008810, GREEN--08840, GLDNRD--008880	75.90/CTN	81.30/CTN
23			3490.130640.	8.5X11 67# SPRINGHILL VELLUM BRISTOL FSC GREEN 2000/CTN	65.78/CTN	67.68/CTN
24				CREAM--130615, BLUE--130620, CANARY--130630, TAN--103680,	65.78/CTN	67.68/CTN
25			3490.010110.	8.5X14 20 HAMMERMILL COLORS FSX MIX 5000/CTN	108.20/CTN	112.50/CTN
26				BLUE--010120, CANARY--010130, GREEN--010140, IVORY--010150, GLDNRD--010180	108.20/CTN	112.50/CTN
27			3490.130691	11X17 67# SPRINGHILL VELLUM BRISTOL FSC BLUE 1000/CTN	69.61/CTN	71.51/CTN
28				GREEN--130696, IVORY--130697, CANARY--130692	69.61/CTN	71.51/CTN
29			4715.022531	8.5x11 30% RECYCLED ASTROBRIGHT 60T SOLAR YELLOW 5000/CTN	152.55/CTN	169.50/CTN
30				ALL COLORS OF 8.5X11 60T ASTROBRIGHT	152.55/CTN	169.50/CTN
31			4715.022532	8.5X14 30% RECYCLED ASTROBRIGHT 60T SOLAR YELLOW 5000/CTN	196.50/CTN	196.50/CTN
32				ALL COLORS OF 8.5X14 60T ASTROBRIGHT	196.50/CTN	196.50/CTN
33			3490.005336	8.5X14 60T WILLIAMSBURG 4000/CTN	114.35/CTN	114.35/CTN
34			3490.039115	8.5X14 28T HAMMERMILL COLOR COPY PREM 4000/CTN	136.12/CTN	139.36/CTN
35			3490.016208	11X17 70T ACCENT SMOOTH FSC 2000/CTN	79.95/CTN	81.18/CTN
36			3654.830310.	18X12 PRO DIGITAL GLOSS 80 COVER FSC MIX 500/CTN	51.42/CTN	54.40/CTN
37			3654.840310.	18X12 PRO DIGITAL SILK 80 COVER FSX MIX 500/CTN	51.42/CTN	54.40/CTN
38			3654.830110.	12X18 PRO DIGITAL GLOSS 80 TEXT FSC MIX 1000/CTN	55.55/CTN	57.71/CTN
39			3654.840110.	12X18 PRO DIGITAL SILK 80 TEXT FSC MIX 1000/CTN	55.55/CTN	57.71/CTN
40			.0470.005887	8.5X11 NCR SUPERIOR REV 2 PART 5000/CTN	162.50/CTN	178.60/CTN
41			.0470.005900	8.5X11 NCR SUPERIOR REV 3 PART 5000/CTN	183.75/CTN	201.95/CTN
42			.0470.005909	8.5X11 NCR SUPERIOR STRAIGHT 3 PART 5000/CTN	183.75/CTN	201.95/CTN

[illegible]



The City of
OKLAHOMA CITY
DEPARTMENT OF FINANCE

April 3, 2023

Staples Technology Solutions
1096 E Newport Center Drive
Ste 300
Deerfield Beach, FL 33442

APPROVED

6-20-2023

BY THE CITY COUNCIL
Angie M. Simpson CITY CLERK

Dear Vendor:

The Contracting Entity and the contracting vendor have the option of renewing Contract/Pricing Agreement No. **R23-C223039 for Paper and Envelopes** for the term **7/1/2023 through 6/30/2024** under the same terms, conditions and provisions as originally awarded, including price(s).

Please indicate your concurrence or non-concurrence by completing the below listed information, including signature, and return to me by **May 1, 2023**. If the individual signing below is not the owner or an officer of the business or corporation, a letter of authorization should also be attached. Corporate Seal will be accepted in lieu of an authorization letter if affixed to this document.

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If you have any questions, please contact me at (405) 297-2453, Fax (405) 297-2142 or Email: carla.jack@okc.gov.

Thank you,
Carla Jack

Carla Jack, Senior Buyer
Procurement Services

☒ **Yes, I would like to renew
per the above mentioned.**
☐ **No, I do not wish to renew.**

[INTERNAL USE ONLY]

☐ **The Contracting Entity
chooses not to renew the
above contract/pricing
agreement.**

Brent Smith

PRINTED NAME
Area Vice President

TITLE
Brent Smith

AUTHORIZED SIGNATURE
Staples

COMPANY NAME
1301 Ridgeview

STREET ADDRESS
Lewisville, TX 75057

CITY, STATE AND ZIP CODE
913-744-1810

BUSINESS TELEPHONE
brent.smith@staples.com

CONTACT E-MAIL