



MEMORANDUM

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

The City of OKLAHOMA CITY

TO: Mayor and City Council

FROM: Craig Freeman, City Manager

1. Pricing agreement award and approval, Lindenmeyr Munroe (COKC00595), paper and envelopes, estimated cost \$225,000, August 13, 2024 through August 12, 2025; and
2. Resolution authorizing the open market purchase no bid items and related items not available on a pricing agreement (COKC00596), estimated cost \$50,000, August 13, 2024 through August 12, 2025.

Purpose:

To provide paper and envelopes to meet the needs of various City Departments and Trusts. This pricing agreement has two one-year renewal options.

Specification Advertised:

June 20, 2024

Bids Received:

July 3, 2024

Bids:

(COKC00595)

Lindenmeyr Munroe

All items as bid.

Bidding Information:

The previous agreements for this commodity expired on June 30, 2024.

The specifications were originally advertised in the Journal Record and posted in the electronic bidding system on April 3, 2024. Forty-one potential bidders viewed the specifications with one bid submitted. On June 18, 2024 (Item No. IX.AN.), the single bid (BID25304) was rejected due to the excessive amount of no bid items for what is needed by various Departments.

The specifications (BID25304R) were re-advertised in the Journal Record and posted in the electronic bidding system. Thirty-eight potential bidders viewed the specifications with one bid submitted. The number of no bid items is far less than what was originally received. Departments will be able to purchase most frequently used products from this agreement. Staff does not believe any advantage would be gained from issuing another bid.

Staff recommends awarding to the single bidder, Lindenmeyr Munroe.

There were no bids received on some line items. Staff requests open market authority for the purchase of paper and envelopes no bid items and related items not available on a pricing agreement, estimated cost \$50,000, August 13, 2024 through August 12, 2025. Purchases made with this authority will comply with the City's open market purchasing policies and procedures.

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

Estimated Cost:

Pricing Agreement	\$225,000
Open Market	<u>50,000</u>
	\$275,000

Source of Funds:

Various funds and accounts

Review:

Finance Department

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