



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: AUGUST 6, 2024**

FROM: FINANCE DEPARTMENT **WARDS: ALL**

SUBJECT: ODP SOLUTIONS, LLC CITY WIDE ANNUAL PURCHASE ORDERS FOR VARIOUS OFFICE SUPPLY ORDERS, FOR THE PERIOD OF JULY 1, 2024 THROUGH JUNE 30, 2029, IN AN ANNUAL AMOUNT OF \$500,000.

ISSUE:

Approval of ODP Solutions, LLC City Wide Annual Purchase Orders for the purchase of various office supply commodities, for the period of July 1, 2024 through June 30, 2029, in an annual amount of \$500,000 to be utilized by all departments according to their approved budgets, in accordance with Purchasing Resolutions No. 24101, Section 602(f).

RECOMMENDATIONS:

That the City Council:

1. Approve the issuance of the ODP Solutions LLC City Wide Annual Purchase Orders for the purchase of various office supply commodities, for the period of July 1, 2024 through June 30, 2029, in an annual amount of \$500,000 to be utilized by all departments according to their approved budgets, in accordance with Purchasing Resolutions No. 24101, Section 602(f); and
2. Authorize the City Manager, or his designee, to execute all necessary documents, including making minor and non-substantive changes.

BACKGROUND:

On September 17, 2019, the Purchasing Division took the Office Depot Omnia Contract, now known as ODP Solutions, LLC, to Council to approve use of the Cooperative agreement through June 30, 2024. Having had success with the previous use of the cooperative agreement, the Purchasing Division is seeking to continue streamlining purchasing options for various office supply commodities for all City departments by continuing to utilize the Omnia Cooperative Contract No. R190303, which is valid through June 30, 2025 with four (4) additional one-year options to extend to June 30, 2029.

DISCUSSION:

On April 23, 2019, Office Depot, now known as ODP Solutions LLC, was awarded the Omnia Partners Cooperative Region 4 ESC Contract No. R190303 for Office Supplies and related products for five (5) years with the option to renew for five (5) additional one-year periods through June 30, 2029.

Region 4 Education Service Center of Houston, Texas facilitated a formal RFP process with the intent of awarding a national contract for vendors to supply and deliver educational and office supplies. Request for Proposal No. 19-03 was published on December 6, 2018 with a deadline of January 24, 2019. This solicitation resulted in eight proposal submittals, where two vendors were determined non-responsive. It was determined that four companies demonstrated the ability to provide the products and services outlined in the solicitation while offering competitive pricing to the members, resulting in contract awards to all four.

Purchasing Resolution 24101, Section 602 (f), states that competitive procurement shall not be required “when Cooperative Purchasing is available and undertaken or when Goods can be obtained through Federal, State and/or other public entity pricing contracts or price agreements.”

The Purchasing Manager concurs that the recommended action complies with Purchasing Resolution No. 24101, Section 602 (f).

STRATEGIC PLAN ALIGHMMENT:

1. **Community Trust** – By promoting transparency, accountability, inclusiveness, quality, collaboration, and regulatory compliance, cooperative procurement helps build and maintain community trust in public procurement processes.
2. **Equity** – Cooperative procurement leverages collective bargaining power, expertise, and standardized processes to provide equitable access to resources, cost savings, and opportunities for all participants.
3. **Fiscal Responsibility** – This project is utilizing a cooperative agreement in accordance with Purchasing Resolution 24101, Section 602(f), ensuring the procurement process is publicly managed to secure the best possible price.
4. **Innovation** – The collaborative and resource-sharing nature of procurement cooperatives encourages the adoption of innovative practices and solutions that might be difficult to achieve individually.
5. **Sustainability and Resiliency** – Overall, procurement cooperatives enable organizations to achieve sustainability goals more effectively and efficiently by leveraging collective purchasing power and shared resources.

FISCAL IMPACT:

The fiscal impact of this action is up to \$500,000 annually as allocated by each Department’s approved and available budgeted funds. Usage of this annual purchase order will be charged on an as-needed basis to the respective department’s budget.

Prepared by: Caitlin Starkey, Procurement and Contract Specialist
Approved By: Jennifer McCoy, Purchasing Manager
Certified as to
availability of funds: Kristie Thomas, Finance Director/Assistant Chief Financial Officer
Approved by: Edward Enriquez, Assistant City Manager/Chief Financial Officer/City
Treasurer
Approved as to form: Phaedra A. Norton, City Attorney

Attachments:

1. Omnia Partners – Region 4 Request for Proposal (RFP) No. 19-03
2. Extension of Contract #R190303 Letter