



CITY OF GRAND PRAIRIE COMMUNICATION

MEETING DATE: 02/18/2025

PRESENTER: Thao Vo, Director of Management Services

TITLE: Annual contract with ODP Business Solutions, LLC for the purchase of office supplies and furniture through a cooperative with OMNIA Partners. The initial contract term is for one year with an expenditure of \$300,000.00, with the option to renew for four additional one-year terms, each estimated at \$300,000.00 annually, totaling \$1,500,000.00 if all renewal options are exercised

REVIEWING COMMITTEE: (Reviewed by the Finance & Government Committee on 02/04/2025)

SUMMARY:

<u>Vendor Name</u>	<u>Term</u>	<u>Amount</u>
ODP Business Solutions, LLC	Initial Term	\$300,000.00
	Renewal #1 (if exercised)	\$300,000.00
	Renewal #2 (if exercised)	\$300,000.00
	Renewal #3 (if exercised)	\$300,000.00
	Renewal #4 (if exercised)	\$300,000.00
	Total	\$1,500,000.00

PURPOSE OF REQUEST:

The City intends to enter into a contract with ODP Business Solutions, LLC to supply office supplies and furniture for various City departments. Utilizing a cooperative agreement through OMNIA Partners, the City will secure these items at a discount ranging from 15% to 30% off catalog prices. The initial term of the OMNIA Partners contract is for one year, with options to renew for four additional one-year periods.

EXPENDITURE HISTORY:

	<u>Contract Amount</u>	<u>Contract Spend</u>	<u>Contract Period</u>
Original Contract	\$300,000.00	N/A*	6/4/2020 – 9/30/2020

Renewal #1	\$300,000.00	N/A*	10/1/2020 – 9/30/2021
Renewal #2	\$300,000.00	N/A*	10/1/2021 – 9/30/2022
Renewal #3	\$300,000.00	\$ 50,071.31	10/1/2022 – 9/30/2023
Renewal #4	\$300,000.00	\$112,781.36	10/1/2023 – 9/30/2024
Total	\$1,500,000.00	\$162,852.67	

*Spending with ODP Business Solutions, LLC is primarily conducted through P-cards. Purchase data from Wells Fargo can only be retrieved for transactions made within the past 18 months.

In June 2020, the City Council approved an annual contract for the purchase of office supplies and furniture from ODP Business Solutions, LLC, facilitated through a cooperative agreement with OMNIA Partners. The initial annual contract was set at \$300,000.00, with four one-year renewal options at the same annual value.

PROCUREMENT DETAILS:

Procurement Method: ☒ Cooperative/Interlocal ☐ RFB/RFP ☐ Sole Source ☐ Professional Services ☐ Exempt

Chapter 271.102 of the Local Government Code authorizes local governments to participate in a cooperative purchasing program with another local government or local cooperative organization. In lieu of competitive bidding, items and services may be purchased through such agreements as the sponsoring entity or agency has already bid on them.

FINANCIAL CONSIDERATION:

Budgeted?	<input checked="" type="checkbox"/>	Fund Name:	Various Operating Funds
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