



LEE'S SUMMIT
MISSOURI

NOTICE OF PARTICIPATION-COOPERATIVE/PIGGY-BACK

February 20, 2020

Office Depot
663 Lakewood Drive
Attn: Mike Johnson
Lake St. Louis, MO 63367

Re: City of Lee's Summit Participation in Cooperative for Office Supplies
LS Contract #2020-059
Originating Contract #R190303
Originating Entity: Omnia (formerly TCPN/Natl IPA)

Dear Mr. Johnson:

You are hereby notified that the City of Lee's Summit, Missouri may be a participant in the above referenced Contract. All terms, conditions and pricing of the Contract will apply to purchases and/or utilization of said Contract by the City of Lee's Summit, Missouri.

Your organization shall return the following document within (7) seven days after receipt of this Notice of Participation via email to Mrs. Des Collins at desiree.collins@cityofls.net:

- ◆ Sign and return Notice of Participation.

This procedure does not imply an exclusive contract, nor does it preclude the city from bidding or purchasing items from other sources. The Contract is effective from July 1, 2019 through June 30, 2024 with renewal options.

The Departments will enter their order through punch-out in Lawson system. Please be advised that all orders or work regarding this Contract/Agreement will require a Purchase Order and all invoices provided to the City for payment must reference the Purchase Order number. For prompt payment, all Invoices shall be sent directly to Accounts Payable, City of Lee's Summit, MO, 220 S.E. Green Street, Lee's Summit, MO 64063, faxed to 816-969-1113, or e-mailed to ap@cityofls.net.

If you have any questions or problems during the contract year, do not hesitate to contact the Procurement Division at 816-969-1082.

CITY OF LEE'S SUMMIT:

Authorized Signature

Title

Date

ATTEST:

Office of City Clerk

Approved as to Form:

Office of the City Attorney

CONTRACTOR

MIKE JOHNSON
Type or Print Name Legibly

[Signature]
Authorized Signature

ACCT. MGR.
Title

OFFICE DEPOT/OFFICE MAX
Name of Company

The mission of the Purchasing Division is to provide innovation, value and cost-effective solutions with integrity while preserving the public trust.