

Legislation Text

File #: BILL NO. 20-80, **Version:** 1

An Ordinance approving the use of a Cooperative Contract between Omnia Partners and Office Depot, Inc. to purchase office materials and supplies as needed and authorizing the City Manager to execute and use the same by and on behalf of the City of Lee's Summit, Missouri. (F&BC 4/13/20)

Issue/Request:

An Ordinance approving the use of a Cooperative Contract between Omnia Partners and Office Depot, Inc. to purchase office materials and supplies as needed and authorizing the City Manager to execute and use the same by and on behalf of the City of Lee's Summit, Missouri.

Key Issues:

- The City uses office materials and supplies on an ongoing basis as part of daily operations.
- The current contract with Office Depot is in its final year
- The coordinating agency, Omnia Partners, issued a new solicitation, Office Depot was awarded the contract.
- Section 6.1 of the Procurement policy allows the City to use Cooperative purchasing agreements
- Office Depot has coordinated with the City to use the Punch-Out functionality of the City's financial software

Proposed City Council Motion:

FIRST MOTION: I move for second reading of an Ordinance approving the use of a Cooperative Contract between Omnia Partners and Office Depot, Inc. to purchase office materials and supplies as needed and authorizing the City Manager to execute and use the same by and on behalf of the City of Lee's Summit, Missouri.

SECOND MOTION: I move for second reading of an Ordinance approving the use of a Cooperative Contract between Omnia Partners and Office Depot, Inc. to purchase office materials and supplies as needed and authorizing the City Manager to execute and use the same by and on behalf of the City of Lee's Summit, Missouri.

Background:

The City partnered with Office Depot to use the Punch-Out functionality of the financial software several years ago. The internal stakeholders value this function and ability to place orders with greater accuracy than the traditional method of issuing only a purchase order.

Impact/Analysis:

City Departments budget on an annual basis for the purchase of office materials and supplies.

Rick Gentry, Procurement and Contract Services Manager

Staff recommends approval of the ordinance to approve the use of the cooperative agreement between

Omnia Partners and Office Depot, Inc.

At the April 13, 2020 Finance and Budget Committee meeting, a motion was made by Councilmember Forte, seconded by Vice Chair Lopez, to recommend for approval to the City Council an Ordinance approving the use of a Cooperative Contract between Omnia Partners and Office Depot Inc., Contract No. 2020-059, to purchase office materials and supplies as needed and authorizing the City Manager to execute the same for the City of Lee's Summit, Missouri. Motion passed unanimously.