

September 24, 2025

**WHEREAS**, on January 8, 2020, the City Council authorized a five-year master agreement for office supplies with Office Depot, Inc., Staples Business Advantage, Greenwood Office Outfitters, and Limitless Office Products in a total estimated amount of \$6,180,000.00 by Resolution No. 20-0127.

**Now, Therefore,**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DALLAS:**

**SECTION 1.** That a master agreement for the purchase of office supplies for citywide use is authorized with ODP Business Solutions, LLC (VC25075), Staples Contract & Commercial LLC (VC0000007818), Advantage Office Products, LLC (VC30726), and Limitless Office Products LLC dba Limitless Office Products; 1 Stop Print TX (519924) through the Omnia Partners, Sourcewell, The Local Government Purchasing Cooperative (BuyBoard) agreement, and The Interlocal Purchasing System cooperative agreement, approved as to form by the City Attorney, for a term of five years, in the total estimated amount of \$7,500,000.00. The amount payable pursuant to this master agreement may exceed the estimated amount, but may not exceed the amount of budgetary appropriations for this master agreement during its term. The City Manager is further authorized, in the City Manager's sole discretion, to exercise an option to extend the agreement for six months by filing a notice of extension with the City Secretary's Office.

**SECTION 2.** That the Purchasing Agent is authorized, upon appropriate request and documented need by a user department, to issue a purchase order for office supplies for citywide use. If a written contract is required or requested for any or all purchases of office supplies for citywide use under the master agreement instead of individual purchase orders, the City Manager is hereby authorized to execute a contract, approved as to form by the City Attorney.

**SECTION 3.** That the Chief Financial Officer is hereby authorized to disburse funds in an estimated amount of at least \$7,500,000.00, but not more than the amount of budgetary appropriations for this master agreement during its term to ODP Business Solutions, LLC, Staples Contract & Commercial LLC, Advantage Office Products, LLC, and Limitless Office Products LLC dba Limitless Office Products; 1 Stop Print TX from Master Agreement Contract No. POM-2025-00028256.

**SECTION 4.** That this resolution shall take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Dallas, and it is accordingly so resolved.