

January 8, 2020

WHEREAS, on June 9, 2010, City Council authorized participation in a purchasing agreement with Public Sourcing Solutions; and a three-year master agreement for office supplies with Office Max through Public Sourcing Solutions, in an amount not to exceed \$4,873,604.00, by Resolution No. 10-1462; and

WHEREAS, on June 17, 2015, City Council authorized a five-year master agreement for office supplies with Office Depot, Inc. through Public Sourcing Solutions, in an amount not to exceed \$5,625,142.36, by Resolution No. 15-1137.

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 Office Depot, Inc. (191988) through the Public Sourcing Solutions cooperative agreement, Staples Business Advantage (500814) through the Sourcewell cooperative agreement, Greenwood Office Outfitters (51321) through the National Cooperative Purchasing Alliance cooperative agreement, and Limitless Office Products (519924) through the Omnia Partners cooperative agreement and The Interlocal Purchasing System cooperative agreement, approved as to form by the City Attorney, for a term of five years, in a total estimated amount of \$6,180,000.00. 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 contract 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 \$6,180,000.00, but not more than the amount of budgetary appropriations for this master agreement during its term to Office Depot, Inc., Staples Business Advantage, Greenwood Office Outfitters, and Limitless Office Products from Master Agreement Contract No. POM-2019-00009380.

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.