



# City of Olathe

## COUNCIL AGENDA ITEM

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**MEETING DATE:** 2/19/2019

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**DEPARTMENT:** Resource Management

**STAFF CONTACT:** Dianna Wright/Amy Tharnish

**SUBJECT:** Consideration of renewal of contracts to United Office Products and Office Depot for office supplies.

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**ITEM DESCRIPTION:**

Consideration of renewal of contracts to United Office Products and Office Depot for office supplies

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**SUMMARY:**

On March 1, 2015, National IPA awarded Office Depot a contract for office supplies. The contract was effective March 1, 2015 and expired on February 28, 2019. National IPA has renewed until February 28, 2020.

Staff recommends extension of contracts for United Products and Office Depot vendors through February 28, 2020 to coincide with the expiration of the National IPA contract # R141703.

- United Office Products, a locally owned and operated business
- Office Depot, under the National IPA cooperative contract

Both vendors have stores in Olathe as well as websites from which orders can be placed and utilize the City's Procurement card for payment. Both vendors offer next day, desktop delivery.

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**FINANCIAL IMPACT:**

Estimated expenditures are \$100,000. Funding for purchases under these contracts will be from department operating budgets.

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**ACTION NEEDED:**

Approval of renewal of contracts with United Office Products and Office Depot.

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**ATTACHMENT(S):**

None