



## City Council Regular Meeting AGENDA ITEM

NUMBER: 3

**SUBJECT:**

Office Supplies and Products Agreement with ODP Business Solutions, LLC in a Total Amount Not to Exceed \$1,306,095.80 for a Three-Year Term with Two One-Year Renewal Options and Authorization for City Manager or Her Designee to Exercise the Renewal Options. (Citywide) (For Possible Action; Recommendation – Approve and Authorize)

**REQUESTED BY:**

William V. Riggs, Finance Director

**WARD:**

(Citywide)

**RECOMMENDATION OR RECOMMEND MOTION:**

Approve the Office Supplies and Products Agreement with ODP Business Solutions, LLC and authorize the City Manager or her designee to exercise the two one-year renewal options.

**FISCAL IMPACT:**

Amount: \$1,306,095.80  
 FY 24/25: \$247,400.00  
 FY 25/26: \$253,700.00  
 FY 26/27: \$260,580.00  
 First Renewal Option: \$268,098.00  
 Second Renewal Option: \$276,317.80  
 Explanation:

**ACCOUNT NUMBER:**

Citywide Multiple Accounts

**STAFF COMMENTS AND BACKGROUND INFORMATION:**

The purpose of the Office Supplies and Products Agreement with ODP Business Solutions, LLC is for the purchase of office supplies to support all City departments.

NRS 332.195(1)(c) permits the City to enter into a contract pursuant to a solicitation by a cooperative purchasing organization with the authorization of the contracting vendor.

CIP No.

Related Item:

LIST CITY COUNCIL GOAL(S): Responsible Fiscal Management

**PREPARED BY:**

William V. Riggs, Finance Director

Respectfully Submitted

Micaela R. Moore,  
City Manager

**MEETING DATE:**

November 20,  
2024