



City Council Report

Date: August 25, 2014
To: City Council
Through: Alex Deshuk, Manager of Technology and Innovation
From: Edward Quedens, MPA, C.P.M., CPPO, Business Services Director
Matt Bauer, MBA, CPPO, CPPB, CPSM, Procurement Administrator
Subject: Dollar Limit Increase to the Term Contract for Office Supplies as requested by the Purchasing Division **(Citywide)**

Purpose and Recommendation

Council is requested to approve a dollar limit increase to the Term Contract for Office Supplies as recommended.

Purchasing recommends authorizing a dollar limit increase of \$275,000.00 with WIST Office Products, increasing the contract from \$800,000.00 to \$1,075,000.00, for City of Mesa purchases, based on estimated requirements.

Background / Discussion

Mesa was the lead agency on this cooperative contract approved by Council in September 2009. The contract provides next-day, desktop-delivery office and classroom supplies on an as-needed basis to various City of Mesa departments, valley school districts and other members of Strategic Alliance for Volume Expenditures (S.A.V.E.) purchasing cooperative. Approximately 103 agencies are currently utilizing Mesa's contract with WIST with a combined spend of over \$7 million.

Council approved the first, two-year renewal option on September 13, 2010; and second, two-year renewal (final) option on August 27, 2012. This contract is due to expire on September 30, 2014.

On June 17, 2014, Purchasing and WIST Office agreed on a six-month contract extension through March 31, 2015. The extension allows the City and the cooperative agencies to work on a new solicitation. The dollar increase is needed for the City's purchases through the end of March 2015.

Alternatives

Council may choose not to authorize the increase and new bids will be obtained.

Fiscal Impact

The six-month contract amount is cumulatively funded by the City Departments' operating budgets using this contract.

Coordinated With

Business Services - Purchasing

PURCHASING INFORMATION

Action: Dollar Limit Increase

Procurement Type: Request for Bids

Solicitation Number: 2009104

Contract Term: 10/1/2012 to 3/31/2015

DOLLAR LIMIT INCREASE RECOMMENDATION

WIST Office Products

Tempe, AZ

Description	
Office and classroom supplies including Core and Non-Core catalog items (binders, computer accessories, envelopes, filing accessories, writing instruments, paper, classroom and general supplies, bookcase, desk, chair, file cart, etc.), new ink and toner cartridges, with next-day, desktop delivery for at least 95% of items in vendor catalog per specifications	
Two-Year Renewal Awarded 8/27/2012 – Current Limit	\$800,000.00
Dollar Increase Request 8/25/2014	<u>\$275,000.00</u>
New Contract Amount (through 3/31/2015)	\$1,075,000.00