



City Council Report

Date: May 7, 2018
To: City Council
Through: Michael Kennington, Chief Financial Officer
From: Edward Quedens, Business Services Director
Matt Bauer, Procurement Administrator
Subject: One-Year Renewal to the Term Contract for Service Recognition Awards for City Employees as requested by the Human Resources Department
(Citywide)

Recommendation

Council is requested to approve the contract renewal as recommended.

The Human Resources Department and Purchasing recommend authorizing the renewal contract with O.C. Tanner Company dba O.C. Tanner Recognition Company at \$65,000.00, based on estimated usage.

Background

This contract provides employee recognition awards for the City's Service Award Program administered by the Human Resources Department. Service award recognition gifts are given to benefited full-time or part-time employees based on the anniversary of their hire date in five-year increments beginning at five years of service.

Delivery of the gifts is done through an on-line system with a variety of gifts to select from. Delivery is direct to the employee at their home or work address. Managers and supervisors present the service achievement certificate to the employee on the anniversary date with the personalized gift selection brochure for that milestone. Each gift from the online program will either have the Mesa logo on the item or will come with a separate Mesa logo pin/charm or zipper pull to remind the employee of their service milestone and sincere thanks from the City for their continued service.

O.C. Tanner Recognition Company agreed to renew the contract under the same terms, conditions and current pricing. The Consumer Price Index has increased by 2.2% over the past year. The City has been satisfied with the vendor's performance. This contract continues to be advantageous to the City and it is in the City's best interest to renew the contract.

Purchase Information

Action: Renewal (1st of 2 possible)
Procurement Type: Request for Proposals
Contract Number: 2015191

Responses Received: 5

Original Council Award Date: 6/15/2015

Initial Contract Term: Three years

Funding Source: The purchase is funded in the Human Resources Department operating budget