



# City Council Report

**Date:** December 9, 2019  
**To:** City Council  
**Through:** Michael Kennington, Deputy City Manager/Chief Financial Officer  
**From:** Edward Quedens, Business Services Director  
Matt Bauer, Procurement Administrator  
**Subject:** Extension and Dollar Limit Increase to the Term Contract for Office Supplies and Products for Citywide Departments and the Strategic Alliance for Volume Expenditures Cooperative Members as requested by the Business Services Department (**Citywide**)

## Recommendation

Council is requested to approve the contract amendment as recommended.

The Business Services Department and Purchasing recommend extending the contract through September 30, 2020 and increasing the dollar limit with WIST Office Products by \$550,000, from \$650,000 to \$1,200,000 (Mesa Spend), based on estimated usage.

## Background / Discussion

This contract provides office supplies, furniture and products on an as-needed basis to City of Mesa departments, valley cities, towns, school districts and other members of the Strategic Alliance for Volume Expenditures (SAVE) purchasing cooperative. City staff orders office supplies and products by telephone and internet for next-day delivery to various "desktop" delivery locations throughout the City.

The contract extension (4/1/2020 to 9/30/2020) and increase are needed to allow enough time to do a new solicitation. Purchasing is choosing to re-time the solicitation of the contract to move away from the beginning of the calendar year as that is when manufacturers push new pricing to office supply vendors.

## Purchase Information

Action: Amendment  
Procurement Type: Request for Proposals (Reverse Auction)  
Contract Number: 2015050  
Funding Source: Operating budgets of the City Departments purchasing from the contract  
Dollar Limit History

Council Renewal Award (Year 5):	\$650,000.00
Extension and Increase Request 12/9/2019:	<u>\$550,000.00</u>
New Contract Value (4/1/2019 to 9/30/2020):	<u>\$1,200,000.00</u>