



# City Council Report

**Date:** May 4, 2020  
**To:** City Council  
**Through:** Michael Kennington, Deputy City Manager/Chief Financial Officer  
**From:** Edward Quedens, Business Services Director  
Matt Bauer, Procurement Administrator  
**Subject:** Ratification of an Emergency Increase and Contract Value Increase to the Term Contract for Janitorial and Sanitation Supplies for the Mesa Fire and Medical Department **(Citywide)**

## Recommendation

Council is requested to approve the contract amendment as recommended.

The Mesa Fire and Medical Department and Purchasing recommend ratifying the increase using the National IPA/City of Tucson cooperative contract with Waxie Sanitary Supply (a Mesa business), increasing the dollar limit by \$75,000, from \$125,000 to \$200,000 for Year 5.

## Background / Discussion.

The emergency increase allowed the City to purchase 15,000 surgical masks for immediate use and are necessary to provide emergency PPE equipment for Mesa's first responders (Mesa Fire and Medical and Police Departments) and other City Departments in response to the COVID-19 pandemic. Since the contract expires in August and the City continues to need to purchase janitorial and sanitation supplies, as well as order various PPE supplies when available, the City is requesting an additional \$75,000.00.

The City is purchasing supplies related to the COVID-19 pandemic. The emergency purchases are necessary to help save lives, to protect property and public health, and to ensure public safety, as well as to lessen or avert the threat of a catastrophe. Numerous City Departments have very limited access to surgical masks and need immediate replenishment. Any delay to receiving surgical masks may place City employees or citizens at risk.

The City believes the prices quoted to be fair and reasonable at \$1.50 per surgical mask. Prices for similar surgical facemasks, if available, have ranged anywhere from \$1.50 to over \$4.00 per mask.

The City Manager's Office authorized the emergency procurement as necessary for the immediate preservation of public health and public safety on 4/6/2020.

## Purchase Information

Action: Amendment (Year 5)  
Procurement Type: Cooperative Contract Use  
Contract Number: 2016013

Contracting Agency/Contract Number: City of Tucson/151148-01

Initial Contract Term: Two years

Funding Source: Business Services Department - Materials and Supply operating budget through the Warehouse Internal Services Fund (COVID expenditures tracked using Reporting Code 100674)

Dollar Limit History

Original Council Award 8/24/2015:	\$100,000.00
Administrative approved Increase 3/18/2020:	\$25,000.00
Emergency Increase Request 5/4/2020:	<u>\$75,000.00</u>
New Contract Value (Year 5):	<u>\$200,000.00</u>