



City Council Report

Date: February 26, 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 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 renewal as recommended.

The Business Services Department and Purchasing recommend authorizing the renewal with WIST Office Products at \$650,000.00 (Mesa Spend), based on estimated usage.

Background

This contract provides office supplies 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 City and 31 members of the SAVE cooperative expressed an upfront interest in utilizing the resulting contract. Approximately 80 agencies currently participate, and the Total Spend under the contract is approximately \$5,500,000 annually. The final decision to participate rests solely with the individual agency. SAVE members who may not have expressed an interest to date are not precluded from utilizing the contract in the future.

WIST Office Products offered to renew the contract with pricing increases and decreases for 2018 Core and Non-Core items (overall decrease of 8.29%). WIST has provided great customer service and the best rates available for the City and the participating agencies over the past three years. This contract continues to be advantageous to the City and participating agencies. The City also receives rebates for all cooperative usage and it is in the best interest of the City to renew for an additional one-year term.

Purchase Information

Action: Renewal (1st of 2nd possible)
Procurement Type: Request for Proposals (Reverse Auction)
Contract Number: 2015050
Responses Received: 7 (3 No Bid responses)

Original Council Award Date: 2/2/2015

Initial Contract Term: Three years

Funding Source: The purchase is cumulatively funded in the operating budget of the City Department using this contract

AWARD RECOMMENDATION

Office Supplies and Products to include, Core and Non-Core Catalog Items (batteries, furniture, paper, toner and ink-jet, binders and binder supplies, calendars and planner, computer hardware and supplies, forms and record keeping, labels and label makers, mailroom and packaging materials, office equipment, pens and desk supplies, presentation and meeting, room accessories, and other office supplies) with next-day, desktop delivery for at least 95% of items in Vendor Catalog per Contract No. 2015050

City of Mesa Annual Contract Amount: \$650,000.00

(Other agencies seek their own governing body approvals to utilize the contract as awarded)