



City Council Report

Date: August 23, 2021
To: City Council
Through: Michael Kennington, Deputy City Manager/Chief Financial Officer
From: Edward Quedens, Business Services Director
Matt Bauer, Procurement Administrator
Subject: Dollar Limit Increase to the Term Contract for Office Supplies and Products for Citywide Departments and Strategic Alliance for Volume Expenditures (SAVE) Cooperative Members **(Citywide)**

Recommendation

Council is requested to approve the contract amendment as recommended.

The Business Services Department and Purchasing recommend increasing the dollar limit with Wist Business Supplies & Equipment by \$210,000, Year 1 from \$850,000 to \$1,060,000 annually; and by \$200,000, Years 2 through 5 from \$850,000 to \$1,050,000 annually; with an annual increase allowance of up to 5% or the adjusted Consumer Price Index.

Background / Discussion

This contract is for the purchase of miscellaneous office supplies and products, to include, paper, toner and ink jet cartridges, batteries, safety supplies, promotional products, breakroom supplies, office equipment, and furniture. Individual users/departments are able to place orders online (vendor's website) for needed office supplies for next day, desktop delivery on an as-needed basis.

City of Mesa's contract spend from August 2020 through July 2021 is \$1,056,262. This spend included unique purchases such as \$134,000 for Personal Protective Equipment, \$31,000 in water, and \$297,000 in furniture. The dollar limit increase of \$210,000 for Year 1 is needed to get through the contract term expiring on 7/31/2021, and the dollar limit increase of \$200,000 for Years 2 through 5, will provide capacity for furniture and emergency purchases which were not included in the original estimated usage.

Purchase Information

Action: Amendment
Procurement Type: Request for Proposals
Contract Number: 2020050
Initial Contract Term: Five years
Possible Renewals: None
Funding Source: Individual Department's operating budget

Dollar Limit History

Original Council Award (Years 1 through 5) – 7/8/2020:	\$850,000.00
Dollar Limit Increase Request (for Year 1) – 8/23/2021:	<u>\$210,000.00</u>
New Contract Value (Year 1 through 7/31/2021):	<u>\$1,060,000.00</u>
Dollar Limit Increase Request (Years 2 through 5) – 8/23/2021:	<u>\$200,000.00</u>
New Annual Contract Value (Years 2 through 5):	<u>\$1,050,000.00</u>