



City Council Report

Date: June 16, 2025
To: City Council
Through: Michael Kennington, Deputy City Manager/Chief Financial Officer
From: Edward Quedens, Business Services Director
Kristy Garcia, Procurement Administrator
Subject: Five-Year Term Contract for Office Supplies and Related Products for City Wide Departments and Strategic Alliance for Volume Expenditures (S.A.V.E.) Cooperative Members **(Citywide)**

Recommendation

Council is requested to approve the award as recommended.

A committee representing the Business Services, City Manager's Office, and Police Departments and Procurement Services evaluated responses and recommend awarding the contract to the highest scored proposal from Wist Supply & Equipment Co. dba Wist Business Supplies & Equipment at \$2,000,000 annually, with an annual increase allowance of up to 5% or the adjusted Consumer Price Index.

Background / Discussion

This contract facilitates the purchase of various office supplies and products, including paper, toner and ink cartridges, batteries, safety supplies, promotional items, breakroom essentials, office equipment, and furniture. Individual users and departments can conveniently place orders online through the vendor's website, ensuring next-day desktop delivery on an as-needed basis.

In addition to the City of Mesa, which served as the lead agency for this contract, other members of the S.A.V.E. Cooperative will also utilize it for office supply purchases. More than 100 agencies may participate, with an estimated total spend of \$8.7 million. However, the final decision to participate remains at the discretion of each individual agency.

Staff used a Reverse Auction for this purchase. A Request for Proposals (RFP) was sent to registered Office Supplies and Related Products providers. Two (2) proposal responses were received, both of which met the minimum qualifications and were evaluated and scored in accordance with the City's established policies and procedures and relative to the scoring criteria in the solicitation. Both respondents were invited for an interview/website demonstration. Next a reverse auction was conducted to allow for best and final offers, which lowered the overall total bid amounts by 51%, saving the City approximately \$279,000. Based on the final evaluation results, the committee recommends awarding the contract to the highest-scoring respondent. The evaluation committee unanimously agreed on the recommendation.

Purchase Information

Action: Award

Procurement Type: Request for Proposals

Contract Number: 2025067

Local Consideration: Not applicable as there were no Mesa responses

Protests Received: None

Initial Contract Term: Five years

Possible Renewals: None

Funding Source: Individual Department's operating budget

Proposal Responses

ODP Business Solution, LLC. – Boca Raton, FL

Wist Supply & Equipment Co. dba Wist Business Supplies & Equipment – Tempe, AZ

Preliminary Scoring Results

| Respondent | Total Points Possible / 1,500 |
|------------------------------------|-------------------------------|
| ODP Business Solutions, LLC | 1,187.00 |
| Wist Business Supplies & Equipment | 1,193.29 |

Final Scoring Results

| Respondent | Total Points Possible / 1,500 |
|------------------------------------|-------------------------------|
| ODP Business Solutions, LLC | 1,184.00 |
| Wist Business Supplies & Equipment | 1,464.65 |