



City Council Report

Date: August 18, 2025
To: City Council
Through: Michael Kennington, Deputy City Manager/Chief Financial Officer
From: Edward Quedens, Business Services Director
Kristy Garcia, Procurement Administrator
Subject: Use of a One-Year Term Cooperative Contract with Renewal Options for the Purchase of Office Furniture and Related Services for the Business Services Department **(Citywide)**

Recommendation

Council is requested to approve the award as recommended.

The Business Services Department and Procurement Services recommend authorizing the purchase using the State of Arizona cooperative contract with Interior Solutions of Arizona, LLC. at \$500,000 annually, with an annual increase allowance of up to 5% or the adjusted Consumer Price Index.

Background / Discussion

The City has been utilizing an office supply company to purchase furniture and installation services over the last few years. The City seeks to transition to a dedicated furniture provider to improve scheduling efficiency and installation coordination. Ongoing renovations across various City facilities highlight the need for a specialized furniture company—particularly one familiar with the City's standardized HON furniture.

The State of Arizona cooperative contract has been competitively bid and meets the City's procurement requirements. Utilizing the State of Arizona contract allows the City to receive competitive rates based on a formally solicited agreement. The City believes the pricing is fair and reasonable and soliciting for these products and services would not result in the City receiving more favorable pricing or terms.

Purchase Information

Action: Award

Procurement Type: Cooperative Contract Use

Contract Number: 2026010

Contracting Agency/Contract Numbers: State of Arizona/CTR067405

Local Consideration: Policy did not apply to this procurement method

Initial Contract Term: 8/18/2025 – 8/31/2026

Possible Renewals: Up to a maximum of two years subject to Administrative review and approval

Funding Source: Individual Department funding for each project