



City Council Report

Date: August 17, 2026
To: City Council
Through: Michael Kennington, Deputy City Manager/Chief Financial Officer
From: Edward Quedens, Business Services Director
Kristy Garcia, Procurement Administrator
Subject: Dollar Limit Increase to the Term Contract for Office Furniture, Office Supplies and Related Products for Citywide Departments **(Citywide)**

Recommendation

Council is requested to approve the contract amendment as recommended.

The Engineering and Business Services Departments and Procurement Services recommend increasing the dollar limit with Wist Business Supplies & Equipment by \$6,000,000 for Contract Year 2 from \$2,000,000 to an amount not to exceed \$8,000,000. The dollar limit will return to \$2,000,000 for future years.

Background / Discussion

This contract is for miscellaneous office furniture, office supplies and related products and was awarded in 2025.

The contract has entered Year 2 (8/1/2026 to 7/31/2027). The dollar limit increase is required to accommodate the furniture needs of facility rehabilitation projects underway during this contract period. These projects include: Police IT at 245 W. 2nd Street, the City Clerk's office, 145 North Centennial for Engineering and Development Services, Fire Station 205, Fire Station 224, the CK Luster building 1st floor, and Police Headquarters.

This is not a budget increase. Funds for these projects are within the department's budget capacities and/or in the project's budget. This action simply increases the contract spend capacity. This contract has in the past provided slightly better pricing than cooperative contracts available to us. Services include design, materials, and installation. Due to the volume of purchases, we've been able to negotiate a greater discount for these furniture products with the vendor.

Purchase Information

Action: Amendment
Procurement Type: Request for Proposals
Contract Number: 2025067
Initial Contract Term: Five years
Possible Renewals: None
Funding Source: Individual Department's operating budget and Capital Improvement Program budget

Dollar Limit History

Original Council Award (Years 1 through 5) – 6/16/2025:	\$2,000,000
This Increase Request – 8/17/2026:	<u>\$6,000,000</u>
New Annual Contract Value (Year 2 Only)*:	<u>\$8,000,000</u>

*The contract limit will return to \$2,000,000 for the remaining years of the contract.

Project	Estimate	Timeline
PDIT	\$40,000.00	Summer 2026
City Clerk	\$120,000.00	Fall 2026
145 N. Centennial	\$1,600,000.00	Fall 2026
Fire Station 205	\$30,000.00	Fall 2026
Fire Station 224	\$30,000.00	Fall 2026
CK Luster 1st Floor	\$50,000.00	Fall 2026
PDHQ	\$4,000,000.00	Winter/Spring 2027
Total	\$5,870,000.00	