



City Council Report

Date: December 8, 2022
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 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 Engineering and Business Services Departments and Purchasing recommend increasing the dollar limit with Wist Business Supplies & Equipment by \$1,000,000 for Year 3 from \$1,050,000 to \$2,050,000.

Background / Discussion

This contract is for the purchase of miscellaneous office supplies and products, to include, paper, toner and inkjet cartridges, batteries, safety supplies, promotional products, breakroom supplies, office equipment, and furniture. On August 23rd, 2021, Council approved a dollar limit increase of \$210,000 for Year 1, as well as a dollar limit increase of \$200,000 for Years 2 through 5 bringing the current contract value to \$1,050,000 annually.

The City is currently in Year 3 (8/1/2022 to 7/31/2023) of the term contract. The limit increase is required to accommodate the furniture needs of several upcoming relocation projects including, Mesa Family Advocacy Center, Economic Development at 120 N Center, and PD Evidence. Additionally, it will facilitate the transition of City furniture standards to HON products.

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
Council approved Increase (for Year 1) – 8/23/2021:	\$210,000.00
New Contract Value (Year 1 through 7/31/2021):	<u>\$1,060,000.00</u>
Council approved Increase (Years 2 through 5) – 8/23/2021:	\$200,000.00
New Annual Contract Value (Years 2 through 5):	<u>\$1,050,000.00</u>
Dollar Limit Increase (for Year 3) – 12/08/2022:	\$1,000,000.00
New Contract Value (Year 3 through 7/31/2023):	<u>\$2,050,000.00</u>
Annual Contract Value (Years 4 and 5) Unchanged:	\$1,050,000.00