



City Council Report

Date: December 4, 2023
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 \$3,000,000 for Years 4 and 5 from \$1,050,000 to \$4,050,000.

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.

The City is currently in Year 4 (8/1/2023 to 7/31/2024) of the term contract. The limit increase is required to accommodate the furniture needs of new facility and rehabilitation projects underway and planned. These projects include: the City Attorney's Offices, Workforce Development Offices, Northeast Public Safety Facility, CK Luster Building, Gateway Library, Main Library, The Studios, Solid Waste, Mesa Center for Higher Education building (transition space for projects), multiple PD Office projects, and MFMD Station 201.

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 capacity. 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: 2020050

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) – 7/8/2020:	\$850,000.00
Council approved Increase (Year 1) – 8/23/2021:	<u>\$210,000.00</u>
Contract Value (Year 1 through 7/31/2021):	\$1,060,000.00
Council approved Increase (Years 2 through 5) – 8/23/2021:	<u>\$200,000.00</u>
Annual Contract Value (Years 2 through 5):	\$1,050,000.00
Council approved Increase (Year 3) – 12/8/2022:	<u>\$1,000,000.00</u>
Annual Contract Value (Year 3 through 7/31/2023):	\$2,050,000.00
Current Annual Contract Value (Years 4 and 5):	\$1,050,000.00
This Increase Request – 12/4/2023:	<u>\$3,000,000.00</u>
New Annual Contract Value (Years 4 and 5):	<u>\$4,050,000.00</u>