



City Council Report

Date: November 7, 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 Safety and Medical Supplies for the Mesa Police Department **(Citywide)**

Recommendation

Council is requested to approve the contract amendment as recommended.

The Police Department and Purchasing recommend increasing the dollar limit with Henry Schein, Inc.; Mallory Safety and Supply; Safeware, Inc.; Mini Wing USA; Premier Medical Distribution, LLC; By Love Inc.; Bound Tree Medical, LLC; and Arrowhead Scientific; Year 1 by \$60,000, from \$125,000 to \$185,000; and Years 2 through 5 by \$100,000, from \$100,000 to \$200,000 annually; with an annual increase allowance of up to 5% or the adjusted Consumer Price Index.

Background / Discussion

The Police Department is in continuous need of miscellaneous safety and medical supplies for use throughout the Department. Department personnel require every day, disposable items to conduct investigations, collect evidence, and ensure crime scene integrity. This contract provides supplies such as gloves, sanitary wipes, safety glasses, face masks, and bio-hazard items that are essential to maintain sanitary practices and take precautions against the spread of germs.

On 1/10/2022, Council approved the initial one-year term contract with four years of renewal options at \$100,000 annually. Expenditures have been greater than originally estimated and there is approximately \$13,000 available through the first year ending 1/10/2023. Availability and pricing continue to be challenging, and additionally, staff anticipates price increases due to inflation. On 10/12/2022, management administratively approved an increase of \$25,000 to immediately address the potential shortfall. The Police Department estimates the increases to the term contract will be sufficient for Year 1 and Years 2 through 5, based on estimated usage.

Purchase Information

Action: Amendment
Procurement Type: Request for Bids
Contract Number: 2022028

Initial Contract Term: One year

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

Funding Source: Police Department operating budget

Dollar Limit History

Original Council Award – 1/10/2022:	\$100,000.00
Management approve Increase for Year 1 – 10/12/2022:	\$25,000.00
This Increase Request for Year 1 – 11/7/2022:	<u>\$60,000.00</u>
New Contract Value for Year 1:	<u>\$185,000.00</u>
This Increase Request for Years 2 through 5 – 11/7/2022:	<u>\$100,000.00</u>
Years 2 through 5 Renewals Upon Approval:	<u>\$200,000.00</u>