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City Council Report

Date: October 18, 2021

To: City Council

Through: Michael Kennington, Deputy City Manager/Chief Financial Officer

From: Edward Quedens, Business Services Director
Brandy Andersen, Acting 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.; Life-Assist, Inc.; and Mastermans LLP by $50,000 from $25,000 to $75,000 through December 30, 2021.

Background / Discussion

This contract provides miscellaneous safety supplies for use throughout the Police Department (PD). The supplies are used daily to conduct investigations, collect evidence and ensure crime scene integrity (gloves, sanitizers, safety glasses, face masks and bio-hazard items). These items are essential to maintaining sanitary practices and taking precautions against spreading germs.

In June of 2021, the Police Department requested, and management approved a contract extension. Due to the contract extension, a contract value increase of $25,000 was approved for expenditures through 12/30/2021. This amount is not sufficient for current and upcoming orders largely due to increases in costs for supplies resulting from Covid-19. The Police Department estimates the dollar limit increase of $50,000 will be adequate for purchases through 12/30/2021.

This contract has been re-bid and vendor evaluations are currently in process. Contract award is anticipated in December 2021.

Purchase Information

Action: Amendment
Procurement Type: Request for Bids
Contract Number: 2016152
Funding Source: Police Department operating budget
Dollar Limit History

Administrative Contract Extension approval – 6/22/2021:	$25,000.00
Dollar Limit Increase Request – 10/18/2021:	$50,000.00
New Contract Value (7/1/2021 to 12/30/2021):	$75,000.00