

Contract Number: 2020050 **Contract Title:** Office Supplies and Products

Bid Proposal Qualifications Sale

Award is recommended to:

Vendor	Amount	Comments
Wist	\$850,000.00 (Annually)	Anticipated Spend (includes sales tax)

Total Award: \$4,250,000 (5-year term) Annually 1-Time Contract

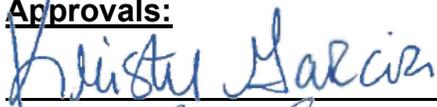
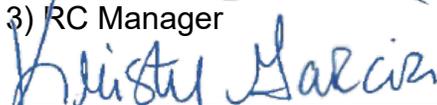
- Bid** is the lowest, responsive and responsible bid.
If any bids were deemed non-responsive, please explain on the next page
- Proposal** is the highest scored proposal. Proposal is also the lowest cost
If you are recommending to a vendor other than the highest scored, please attach an explanation or include an explanation in the "Additional Comments" section. Proposals are not always awarded to the lowest cost. This is just for information
- Qualifications** is the highest scored.
If you are recommending to a vendor other than the highest scored, please explain on the next page.
- Sale** is the highest bid
If any bids were deemed non-responsive, please explain on the next page.

Please identify funding source(s): **Grant Funded**

Funding will be from each using departments office supplies account

(Supplemental Information on next page)

Approvals:

	6/2/2020	_____	_____
1) Submitted by	Date	2) Purchasing Liaison	Date
	6/10/2020	_____	_____
3) RC Manager	Date	4) Department Head	Date
	6/2/2020		6/10/2020
5) Procurement Supervisor	Date	6) Purchasing Administrator	Date

AWARD RECOMMENDATION

Briefly describe the goods or services being purchased and how they will be used by the City:
(this information will be used to create a Council or Administrative Award Report).

This contract is for the purchase of miscellaneous office supplies and products, to include, paper, toner & ink jet cartridges, batteries, safety supplies, promotional products, breakroom supplies, office equipment, and furniture. Individual users/departments will be able to place orders online (vendor's website) for needed office supplies for next day, desktop delivery on an as-needed basis.

Previous year spend for office supplies and products was \$788,000.00.

In addition to the City of Mesa, who was the lead agency on this contract, other members of the Strategic Alliance for Volume Expenditures (SAVE) Cooperative will utilize this cooperative contract for office supply purchases. Potential participation includes over 100 agencies and an estimated \$8.7 million spend. The final decision to participate rests solely with the individual agency.

Desired Start Date for Term Contract: August 1, 2020 through July 31, 2025. Five (5) year term with no renewal periods.

For Equipment or Vehicles, this is an:

- Addition
- Replacement – Please indicate what unit(s) will be replaced, why the unite(s) are being replaced and what will be done with the old unit(s) (include as an attachment if easier).

If only 1 bid was received, do you know why more bidders didn't participate?

n/a

Please explain any responses that were deemed "non-responsive".

n/a

Are there alternatives to this purchase for the Council to consider?

City of Mesa could choose to utilize another cooperative contract for the purchase of office supplies.

What are the consequences if the Council postpones or denies this request?

Would need to extend current contract beyond it's expiration date.

Additional Comments:

See Evaluation Summary for additional information.