



# City Council Report

**Date:** July 8, 2020  
**To:** City Council  
**Through:** Michael Kennington, Deputy City Manager/Chief Financial Officer  
**From:** Edward Quedens, Business Services Director  
Matt Bauer, Procurement Administrator  
**Subject:** Five-Year 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 award as recommended.

A committee representing Business Services and Financial Services Departments, Town of Gilbert, City of Apache Junction, and Purchasing evaluated responses. The evaluation committee recommends awarding the contract to the highest scored proposal from Wist Business Supplies & Equipment at \$850,000 annually, with an annual increase allowance of up to 5%, or the adjusted Consumer Price Index.

## Background / Discussion

This contract is for the purchase of miscellaneous office supplies and products, to include, paper, toner and 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.

In addition to the City of Mesa, who was the lead agency on this contract, other members of the 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.

The City received three proposal responses and three No Bid response. The evaluation committee evaluated the proposals in accordance with the City's established policies and procedures and completed the final scoring against the scoring criteria in the solicitation. Considering all information provided by Offerors in the initial proposals, interviews, and clarifications, the committee agreed to short list to the top two ranked offerors, Office Depot and Wist. At the conclusion of the interviews, the committee agreed to allow best and final offers (Reverse Auction event pricing) from Office Depot and Wist. Based upon the results from the reverse auction event the committee recommends award to Wist, the top ranked firm whose proposal best meets the City's requirements.

## Purchase Information

Action: Award

Procurement Type: Request for Proposals

Contract Number: 2020050

Local Consideration: Not applicable as there were no Mesa responses

Protests Received: None

Initial Contract Term: Five years

Possible Renewals: None

Funding Source: Individual Department's operating budget

## Proposal Responses

Office Depot, Inc. dba, Office Depot, OfficeMax or CompuCom - Boca Raton, FL

Staples Contract & Commercial LLC - Tolleson, AZ

Wist Business Supplies & Equipment - Tempe, AZ

## No Bid Responses

Interboro Packaging Corporation - Montgomery, NY

OPACS Office Products

Quill.com - Lincolnshire, IL

## Preliminary Scoring

Respondent	Total Points Possible / 1,100
Wist	995
Office Depot	924
Staples	886

## Scoring (after Interviews)

Respondent	Total Points Possible / 1,100
Wist	1,089
Office Depot	1,012
Staples	967

## Final Scoring (after Reverse Auction Event)

Respondent	Total Points Possible / 1,100
Wist (Recommended)	<u>1,082</u>
Office Depot	1,051