



July 14, 2020

Bill Strait  
WIST Business Supplies and Equipment  
107 W. Julie Dr.  
Tempe, AZ 85283

Via email: [bstrait@wist.com](mailto:bstrait@wist.com)

Reference: Request for Proposal #2020050  
Office Supplies and Products

Dear Mr. Strait:

I am pleased to inform you that your contract for the above referenced solicitation has been approved by our City Council as of July 8, 2020. A copy of the signed approved agreement is included for your records. A procurement card will be used at the time of each order as payment.

This contract will be valid from August 1, 2020 through July 31, 2025 with no renewal options available. I will serve as the primary contact for this contract. Please feel free to call me at (480) 644-5052 or email at [Kristy.Garcia@MesaAZ.gov](mailto:Kristy.Garcia@MesaAZ.gov) with any questions you may have. We look forward to working with you.

Sincerely,

*Kristy Garcia*

Kristy Garcia, CPPO, CPPB  
Procurement Supervisor