



CITY OF
Yuma

REQUEST FOR CITY COUNCIL ACTION

MEETING DATE:

October 18, 2017

DEPARTMENT:

Finance

DIVISION:

Purchasing

- ☒ Motion
- ☐ Resolution
- ☐ Ordinance - Introduction
- ☐ Ordinance - Adoption
- ☐ Public Hearing

TITLE:

Bid Award: Office Supplies

SUMMARY RECOMMENDATION:

Award to the lowest responsive/responsible bidder meeting specifications for Office Supplies, a one-year contract with the option to renew four additional one-year periods, depending on the appropriation of funds and satisfactory performance, at an estimated annual expenditure of \$227,000.00 to:

Hoppstetter's Office Products Yuma, Arizona

(Citywide - Bid #2018-20000047) (Robin Wilson)

REPORT:

Products purchased through this bid are not special-use items available only from select vendors, but are readily available from a variety of sources and purchased on an as-needed basis.

Hoppstetter's Office Products will meet current pricing for these products, but will continue the online ordering efficiencies and quick delivery to meet staff needs.

One complete bid was submitted by only two responding bidders: Hoppstetter's Office Products and Office Depot.

FISCAL REQUIREMENTS	CITY FUNDS:	\$227,000.00	BUDGETED:	\$227,000.00
	STATE FUNDS:	\$0.00	AVAILABLE TO TRANSFER:	\$0.00
	FEDERAL FUNDS:	\$0.00	IN CONTINGENCY:	\$0.00
	OTHER SOURCES:	\$0.00 \$0.00 \$0.00	FUNDING FOR THIS ITEM IS FOUND IN THE FOLLOWING ACCOUNT / FUND / CIP: Departmental Budgets	
	TOTAL:	\$227,000.00		
	FISCAL IMPACT STATEMENT:			
ADDITIONAL INFORMATION	SUPPORTING INFORMATION NOT ATTACHED TO THE CITY COUNCIL ACTION FORM THAT IS ON FILE IN THE OFFICE OF THE CITY CLERK: 1. 2. 3. 4. 5.			
	IF CITY COUNCIL ACTION INCLUDES A CONTRACT, LEASE OR AGREEMENT, WHO WILL BE RESPONSIBLE FOR ROUTING THE DOCUMENT FOR SIGNATURE AFTER CITY COUNCIL APPROVAL? <input checked="" type="radio"/> Department <input type="radio"/> City Clerk's Office <input type="checkbox"/> Document to be recorded			
SIGNATURES	CITY ADMINISTRATOR:		DATE:	
	Gregory K. Wilkinson		10/9/2017	
	REVIEWED BY CITY ATTORNEY:		DATE:	
	Richard W. Files		10/9/2017	
	RECOMMENDED BY (DEPT/DIV HEAD):		DATE:	
Pat Wicks		10/2/2017		
WRITTEN/SUBMITTED BY:		DATE:		
Adam Nunez / Robin Wilson		9/19/17		