



PURCHASING ITEM FOR COUNCIL AGENDA

1. Agenda Item Number:

50

2. Council Meeting Date:

July 31, 2008

TO: MAYOR & COUNCIL

3. Date Prepared: July 3, 2008

THROUGH: CITY MANAGER

4. Requesting Department: Management Services

5. SUBJECT: Extend use of State of Arizona contract #SCC060018 and City of Tucson Contract #073035 for the purchase of Promotional Items in a combined amount not to exceed \$40,000.

6. RECOMMENDATION: Recommend the extended use of the State of Arizona contract #SCC060018 and City of Tucson Contract #073035 for the purchase of promotional items in a combined amount not to exceed \$40,000.

7. HISTORICAL BACKGROUND/DISCUSSION: The State of Arizona Procurement Office and the City of Tucson issued bids for promotional items and awards were made to several vendors. The contracts have been extended for an additional year. Promotional items are purchased by various divisions throughout the year and used for such things as promotional logo items for City sponsored events and giveaways for other departments. These contracts are all catalog discount-based.

8. EVALUATION PROCESS: The State of Arizona Procurement Office and the City of Tucson issued bids for promotional items and awards were made to several vendors, both contracts have been extended for an additional year. City staff would like to continue to utilize these contracts to gain the contract discounts and savings available by purchasing from a larger contract. A purchase order will be used as the contract and the City has an approved Intergovernmental Agreement with the State of Arizona and the City of Tucson.

9. FINANCIAL IMPLICATIONS: Funds for promotional items will come from the various division budgets.

10. PROPOSED MOTION: Move to approve the extended use of State of Arizona contract #SCC060018 and City of Tucson Contract #073035 for the purchase of promotional items in an amount not to exceed \$40,000 per staff recommendation.

APPROVALS

11. Requesting Department

Robert Combs

Robert Combs, CPPB

12. Department Head

Dennis Strachota

Dennis Strachota

13. Procurement Specialist

Kristy Garcia, CPPB

Kristy Garcia

14. City Manager

W. Mark Pentz

W. Mark Pentz