



# City Council Report

**Date:** August 25, 2014  
**To:** City Council  
**Through:** Alex Deshuk, Manager of Technology and Innovation  
**From:** Edward Quedens, MPA, C.P.M., CPPO, Business Services Director  
Matt Bauer, MBA, CPPO, CPPB, CPSM, Procurement Administrator  
**Subject:** Two-Year Term Contract for Specialty Papers for the Print Shop as requested by the Business Services Department **(Citywide)**

## Purpose and Recommendation

Council is requested to approve the Term Contract for Specialty Papers for the Print Shop as recommended.

Business Services and Purchasing recommend authorizing using the Maricopa County cooperative contract with Spicers Paper at \$40,000.00 annually, based on estimated requirements.

## Background / Discussion

This contract will provide different types of papers to produce a variety of printed products for City Departments.

Spicer Paper carries many of the brands of specialty papers that are compatible with the Print Shop's equipment and the needs of the requesting departments. Print Services has used this vendor for almost all of their paper for the past ten plus years.

Maricopa County originally awarded a contract to Spicers Paper on August 19, 2010, with a three-year initial term and renewal options available. On September 5, 2013, the County approved a three-year renewal through August 31, 2016. Business Services and Purchasing are requesting a two-year initial term contract through 8/31/2016. Any renewals beyond this initial two-year term will be subject to Maricopa County rebidding its contract and future Council consideration.

The County cooperative contract was competitively bid, meets City procurement requirements, and allows for cooperative use. Pricing is competitive due to the high volume of purchases and it is unlikely that competitively bidding will produce better pricing than through the cooperative contract.

## Alternatives

Council may choose not to authorize the purchase and new bids will be obtained.

## Fiscal Impact

The annual contract amount is funded by the Print Services division operating budget.

## Coordinated With

Business Services – Print Services and Purchasing

### **PURCHASING INFORMATION**

Action: Initial Award

Contracting Agency: Maricopa County

Contracting Agency Contract Number: 10072-C

Mesa Contract Number: 2014264

Contract Term: Two Years (through 8/31/2016)

Possible Renewals: None

### **AWARD RECOMMENDATION**

*Spicers Paper*

Phoenix, AZ

Description
Print Shop Specialty Paper per Terms and Conditions, Specifications and Pricing per Maricopa County contract 10072-C
<b>Annual Contract Amount: <u>\$40,000.00</u></b>