



City Council Report

Date: May 18, 2015
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: Three-Year Term Contract for Commercial Printing for the Business Services Department **(Citywide)**

Purpose and Recommendation

Council is requested to approve the Term Contract for Commercial Printing as recommended. A committee representing Business Services and Purchasing evaluated responses.

The evaluation committee recommends awarding the contract to the highest scored proposal from Di-Mor Business Forms, Inc. at \$40,300.00 annually, based on estimated requirements.

Background / Discussion

Business Services, Print Services provides essential and cost-effective printing services to all City Departments to support their programs. Print Services will use this contract for particular print projects that they do not have the proper equipment for, or it is not economically possible.

The solicitation allowed the City to award multiple contracts in one or more of the following five categories: Group A - Booklets, Group B - Brochures, Group C - Openline Newsletter and Utility Bill Inserts, Group D - Custom Printing and Group E - Large Format Flatbed Full Color Printing.

Staff from the Business Services Department evaluated the proposals based on the evaluation criteria stated in the solicitation. Each Group was scored individually to find the best proposal for that section. Di-Mor is the only vendor that scored 100% for the Firm's Solution and Firm's Qualifications and Experience. Di-Mor scored the highest individual and cumulative scores for Groups A, B, C and D. They offered competitive pricing and scored very well with regards to their pricing. Di-Mor Business Forms, Inc. is being recommended for award for Groups A, B, and D. The evaluation committee unanimously agreed on the recommendation.

The evaluation committee decided not to award Groups C and E at this time. The best option for Groups C and E is to renew the contract with the current vendors. Both vendors have offered to renew the contract maintaining their pricing. The City has been satisfied with each vendor's performance, and their pricing is financially advantageous to the City.

Alternatives

Council may choose not to authorize the purchase and new responses will be solicited.

Fiscal Impact

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

Coordinated With

Business Services – Print Services and Purchasing

PURCHASING INFORMATION

Action: Initial Award

Procurement Type: Request for Proposals

Solicitation Number: 2015140

Vendors Registered: ProcureAZ (684) and Vendor Self Service (22)

Advertising: Arizona Republic, Bid Net, ProcureAZ and Purchasing Website

Downloads: 26

Responses: 8

Local Consideration: Policy did not have an effect to the award of this procurement

Protests Received: None

Initial Contract Term: Three years

Possible Renewals: Two, one-year renewals subject to future Council consideration

Prices: Future price increases are capped by the Producer Price Index

Pricing Available to Other Cooperative Agencies: Yes

Proposals received in February 18, 2015

Arizona Lithographers - Tucson, AZ

Century Graphics Inc. - Phoenix, AZ

Cereus Graphics, Inc. - Phoenix, AZ

Complete Printing & Mailing, Inc. dba Complete Print Shop, Inc. - Phoenix, AZ

Di-Mor Business Forms, Inc. - Phoenix, AZ

Perkinson Reprographics dba PRI Graphics - Mesa, AZ

Thomas Reprographics, Inc. dba Thomas Printworks - Phoenix, AZ

ValleyLife dba Williams Express - Tempe, AZ

AWARD RECOMMENDATION

Di-Mor Business Forms, Inc.

Phoenix, AZ

Description
Commercial Printing Services for Group A – Booklets, Group B: Brochures, and Group D - Custom Printing per Terms and Conditions, Specifications and Pricing as offered, including 8.3% Sales Tax
Annual Contract Amount: <u>\$40,300.00</u>

Proposal Results

Evaluation Criteria / Points Possible	Arizona Lithographers	Century Graphics Inc.	Cereus Graphics, Inc.	Complete Print Shop, Inc.	Di-Mor Business Forms, Inc.	PRI Graphics	Thomas Printworks	Williams Express
Firm's Solution / 300	150	293	267	267	<u>300</u>	300	250	267
Firm's Qualifications / 300	200	233	267	183	<u>300</u>	167	233	200
Group A Price Points / 400	295	313	248	307	399	No Bid	No Bid	400
Group A Total / 1,000	645	839	782	757	<u>999</u>	No Bid	No Bid	867
Group B Price Points / 400	264	400	331	250	328	No Bid	No Bid	270
Group B Total / 1,000	614	926	865	700	<u>928</u>	No Bid	No Bid	737
Group C Price Points / 400	305	336	331	366	361	No Bid	No Bid	400
Group C Total / 1,000	655	862	865	816	<u>961</u>	No Bid	No Bid	867
Group D Price Points / 400	280	308	No Bid	330	400	No Bid	No Bid	No Bid
Group D Total / 1,000	630	834	No Bid	780	<u>1,000</u>	No Bid	No Bid	No Bid
Group E Price Points / 400	No Bid	No Bid	No Bid	No Bid	No Bid	400	332	No Bid
Group E Total / 1,000	No Bid	No Bid	No Bid	No Bid	No Bid	867	815	No Bid