



# City Council Report

**Date:** May 16, 2016  
**To:** City Council  
**Through:** Alex Deshuk, Chief Innovation Officer  
**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 Large Format Commercial Printing for the Business Services Department **(Citywide)**

## Purpose and Recommendation

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

The evaluation committee recommends awarding the contract to the highest scored proposals from ARC Document Solutions and Perkinson Reprographics Inc. dba PRI Graphics (a Mesa business); at \$96,200.00 annually, based on estimated requirements.

## Background / Discussion

This contract is used to print large format printing projects that Print Services does not have the equipment to complete, or it is not economically possible. Printed materials include: flatbed printed item, clings, posters/banners and oversized banners. It is cost effective having these printed items on contract for the City.

Staff from Print Services and Purchasing evaluated the proposals based on the evaluation criteria as stated in the solicitation. The highest scored proposals: ARC Document Solutions and Perkinson Reprographics Inc. dba PRI Graphics (a Mesa business) are being recommended for award. The evaluation committee unanimously agreed on the recommendation.

## 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 City Departments using the contract for these services.

## Coordinated With

Business Services Department – Print Services, and Purchasing

## **PURCHASING INFORMATION**

Action: Initial Award

Procurement Type: Request for Proposals

Solicitation Number: 2016120

Vendors Registered: ProcureAZ (728) and Vendor Self Service (24)

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

Downloads: 109

Responses: 5

Local Consideration: Policy did not apply to this procurement (services)

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 March 24, 2016**

ARC Document Solutions - Phoenix, AZ

Di-Mor Business Forms Inc. - Phoenix, AZ

Lang Printing & Mailing LLC - Tempe, AZ

Perkinson Reprographics Inc. dba PRI Graphics - Mesa, AZ

Duke's HD Large Scale Printing Co. dba SpeedPro Imaging of North Phoenix - Phoenix, AZ

No Bid response received from

Signature Offset – Boulder, CO

Proposal Results follows on pages 3 and 4

## **AWARD RECOMMENDATION**

Description
Large Format Commercial Printing per Agreement #2016120; Exhibits (Mesa Standard Terms & Conditions, Scope of Work, and Other Exhibits); Solicitation including any addenda; and Contractor Response
<b><i>ARC Document Solutions - Phoenix, AZ</i></b> Group A – Flat Bed
<b><i>Perkinson Reprographics Inc. dba PRI Graphics - Mesa, AZ</i></b> Groups B – Clings, C – Posters/Banners, and D – Oversized Banners
<b>Annual Contract Amount: <u>\$96,200.00</u></b>

## **Proposal Scoring Results**

### Group A – Flat Bed

Evaluation Criteria / Points Possible	ARC Document Solutions	Di-Mor Business Forms Inc.	Lang Printing & Mailing LLC	PRI Graphics	SpeedPro Imaging of North Phoenix
Firm's Proposed Solution / 300	300	300	300	300	300
Firm's Qualifications & Experience / 400	300	300	300	300	300
Pricing & Compensation /400	400	202	298	246	163
Total / 1,000	1,000	802	898	846	763

### Group B – Clings

Evaluation Criteria / Points Possible	ARC Document Solutions	Di-Mor Business Forms Inc.	Lang Printing & Mailing LLC	PRI Graphics	SpeedPro Imaging of North Phoenix
Firm's Proposed Solution / 300	300	300	300	300	300
Firm's Qualifications & Experience / 400	300	300	300	300	300
Pricing & Compensation /400	363	255	149	400	357
Total / 1,000	963	855	749	<u>1,000</u>	957

Group C – Posters/Banners

Evaluation Criteria / Points Possible	ARC Document Solutions	Di-Mor Business Forms Inc.	Lang Printing & Mailing LLC	PRI Graphics	SpeedPro Imaging of North Phoenix
Firm's Proposed Solution / 300	300	300	300	300	300
Firm's Qualifications & Experience / 400	300	300	300	300	300
Pricing & Compensation /400	313	254	207	400	236
Total / 1,000	913	854	807	<u>1,000</u>	836

Group D – Oversized Banners

Evaluation Criteria / Points Possible	ARC Document Solutions	Di-Mor Business Forms Inc.	Lang Printing & Mailing LLC	PRI Graphics	SpeedPro Imaging of North Phoenix
Firm's Proposed Solution / 300	300	300	No Bid	300	300
Firm's Qualifications & Experience / 400	300	300		300	300
Pricing & Compensation /400	77	171		400	200
Total / 1,000	677	771		<u>1,000</u>	800