



City Council Report

Date: October 17, 2016
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 Print Shop Specialty Paper as requested by the Business Services Department **(Citywide)**

Purpose and Recommendation

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

The Business Services Department and Purchasing recommend authorizing using the Maricopa County cooperative contract with Spicers Paper, Inc.; and Kelly Paper; cumulatively not to exceed \$50,000.00 annually, based on estimated requirements.

Background / Discussion

This contract will provide a variety of paper used daily in our Print Shop to produce many different printed products for City Departments. Many of the brands on the County contract are compatible with the Print Shop's copiers and presses and the needs of the requesting City Departments.

On 9/1/2016, Maricopa County awarded an initial one-year contract with renewals up to a maximum of five additional years. Business Services and Purchasing are requesting a two-year initial term contract through 8/31/2018; the second year will be subject to Maricopa County renewing its contract. Any renewals beyond this initial two-year term will be subject to Maricopa County renewing 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 – Mail, Print and Materials, and Purchasing

PURCHASING INFORMATION

Action: Initial Award

Contracting Agency: Maricopa County

Contracting Agency Contract Number: 171021-C

Mesa Contract Number: 2017059

Contract Term: Two Years (9/1/2016 through 8/31/2018)

Possible Renewals: Three, One-year renewal options

AWARD RECOMMENDATION

Spicers Paper, Inc.
Phoenix, AZ

Kelly Paper
Phoenix, AZ

Description
Print Shop Specialty Paper per Contract No. 2017059 and Maricopa County Contract #171021-C
Annual Contract Amount: \$50,000.00 (cumulatively not to exceed)