



City Council Report

Date: March 6, 2017
To: City Council
Through: Mike Kennington, Chief Financial Officer
From: Edward Quedens, MPA, C.P.M., CPPO, Business Services Director
Matt Bauer, MBA, CPPO, CPPB, CPSM, Procurement Administrator
Subject: One-Year Renewal Contract for Digital Bond Printing Services for the Engineering Department **(Citywide)**

Purpose and Recommendation

Council is requested to approve the Renewal Contract for Digital Bond Printing Services as recommended.

The Engineering Department and Purchasing recommend authorizing the renewal contract with Thomas Reprographics, Inc. at \$34,000.00, based on estimated requirements.

Background / Discussion

This contract provides a local printing company for the production of construction sets of plans and other related construction drawings for Engineering. The vendor scans construction drawings and subsequently upload the data to a CD or flash memory drive as required. In addition, the vendor picks up the original documents and delivers the completed construction document sets several times per day from the Engineering offices in Mesa, and occasionally, to or from other valley locations.

On April 21, 2014, Council approved the initial three-year contract with two, one-year renewal options. This is a one-year renewal contract with a one-year renewal option remaining.

Thomas Reprographics, Inc. offered to renew the contract without a pricing increase. The Consumer Price Index has increased by 2.8% over the last three years. The second-lowest vendor's bid is 1.3% higher than Thomas Reprographics. Re-bidding this contract would most likely increase pricing. The City has been satisfied with the vendor's performance. This contract continues to be advantageous to the City and it is in the City's best interest to renew the contract.

Alternatives

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

Fiscal Impact

The annual contract amount is available in the Engineering operating budget through Capital Improvement Program projects.

Coordinated With

Engineering and Purchasing

PURCHASING INFORMATION

Action: Renewal

Procurement Type: Request for Bids

Solicitation Number: 2014172

Vendors Registered on Bid List: 104 (20 Mesa)

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

Downloads: 50

Responses: 5 (plus 1 No Bid response)

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

Protests Received: None

Initial Contract Term: Three years

Renewal Term: One-year

Renewals Possible: One-year renewal subject to future Council consideration

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

Pricing Available to Other Cooperative Agencies: Yes

February 13, 2014 Responses

Thomas Reprographics, Inc. Phoenix, AZ	\$55,307.50 (Awarded)
The Turell Corporation dba Arizona Overland Blueprint Mesa, AZ	\$56,027.50
American Reprographics Company LLC dba ARC Document Solutions Phoenix, AZ	\$61,175.00
PRI Graphics Mesa, AZ	\$74,297.50
Ricoh USA, Inc. Tempe, AZ	\$539,150.00

RENEWAL RECOMMENDATION

Thomas Reprographics, Inc.

Phoenix, AZ

Description
Digital Bond Printing Services per Contract No. 2014172, Terms and Conditions, Specifications and Pricing as offered
Annual Contract Amount: <u>\$34,000.00</u>