



# City Council Report

**Date:** August 19, 2019  
**To:** City Council  
**Through:** Michael Kennington, Deputy City Manager/Chief Financial Officer  
**From:** Edward Quedens, Business Services Director  
Matt Bauer, Procurement Administrator  
**Subject:** Three-Year Term Contract with Two Years of Renewal Options for Commercial Printing for the Business Services Department **(Citywide)**

## Recommendation

Council is requested to approve the award as recommended.

A committee representing Business Services Department-Print Services and Purchasing evaluated responses. The evaluation committee recommends awarding the contract to the highest scored proposal from Capitol Litho Corporation at \$94,500 annually, with an annual increase allowance of up to 5% or the adjusted Producer Price Index.

## Background / Discussion

Print Services provides essential and cost-effective printing services to all City Departments in support of 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 for them to complete these projects.

The City received six proposals, of which, all met the minimum qualifications. The evaluation committee then evaluated the responses based on the scoring criteria as stated in the solicitation. Award is recommended for Printing: Group A – Booklets; B – Brochures; C – Magazines; D – Other Custom Printing, to the highest scored respondent, Capital Litho Corporation. The evaluation committee determined that it was in the City of Mesa's best interest not to award and to rebid, Group E – Envelopes. The evaluation was conducted by and points were awarded by consensus by the evaluation committee, which unanimously agreed on the recommendation.

## Purchase Information

Action: Award  
Procurement Type: Request for Proposals  
Contract Number: 2019204  
Local Consideration: Not applicable as there were no Mesa responses  
Protests Received: None  
Initial Contract Term: Three years  
Possible Renewals: Up to a maximum of two years, renewals subject to Administrative review and approval  
Funding Source: Business Services Department – Print Services operating budget

## Proposal Responses

Arizona Envelope Company – Tempe, AZ  
Capital Litho Corporation – Phoenix, AZ  
Century Graphics, Inc. – Phoenix, AZ  
Di-Mor Business Forms, Inc. – Phoenix, AZ  
Office Depot, Inc. – Boca Raton, FL  
Southland Envelope Company, Inc. – Lakeside, CA

## Final Scoring

### Award for Printing - Groups A, B, C and D

Respondent	Total Points Possible / 1,000
Capital Litho Corporation (Recommended)	<u>979.59</u>
Century Graphics, Inc.	813.00
Di-Mor Business Forms, Inc.	771.89
Office Depot, Inc.	556.02

### No Award for Envelopes – Group E

Three vendors bid on this Group, but two were deemed Non-Responsive and the third vendor's bid for this group was excessively high.

### Deemed as Non-Responses

AZ Envelope Company, and Southland Envelop Company – Both vendors did not complete the necessary response information.