



City Council Report

Date: January 13, 2020
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 Printed Envelopes for the Business Services Department **(Citywide)**

Recommendation

Council is requested to approve the award as recommended.

The Business Services Department and Purchasing recommend awarding the contract to the lowest, responsive and responsible bidder, Cenveo at \$41,100 annually, with an annual increase allowance of up to 5% or the adjusted Producer Price Index.

Background / Discussion

This contract will provide a vendor for a variety of printed envelope projects that are not economically possible for the Print Services Division to complete in-house.

Purchase Information

Action: Award
 Procurement Type: Request for Bids
 Contract Number: 2020099
 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

November 19, 2019 Responses

Cenveo	Item 1. \$13,875.00 (Recommended)
Stamford, CT	Item 2. \$5,085.00 (Recommended)
	Item 3. \$462.50 (Recommended)
Arizona Envelope Company	Non-Responsive
Tempe, AZ	
Ricoh USA, Inc.	Item 1. \$19,597.50
Exton, PA	Item 2. \$7,770.00
	Item 3. \$668.75
Office Depot, Inc.	No Bid