



# City Council Report

**Date:** May 6, 2013  
**To:** City Council  
**Through:** Alex Deshuk, Manager of Technology and Innovation  
**From:** Edward Quedens, MPA, C.P.M., CPPO, Business Services Director  
Alyce Benge, C.P.M., CPPO, Purchasing Administrator  
**Subject:** One-Year Renewal of the Term Contract for Digital Bond Printing Services for the Engineering Department (Citywide)

## Purpose and Recommendation

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

Engineering and Purchasing recommend authorizing a one-year renewal with Thomas Reprographics, Inc. at \$40,000 annually, based on estimated requirements.

## Background / Discussion

This contract provides for the production of sets of plans and other related construction drawings for the Engineering Department. The printing vendor is required to pick up the originals and deliver the completed sets several times per day from the Engineering offices in Mesa, and occasionally, to or from other valley locations.

Engineering is capable of producing some of its copies in its print room. But workloads often exceed the staff's capabilities and backlog reduces the department's efficiency. Contracting some of the printing relieves the bottleneck and increases the department's overall productivity. The printing vendor is able to respond quickly and provide quality printing and scanning services for the department.

On March 22, 2010, Council approved the initial three-year contract with renewal options. This is a one-year renewal with the intent to rebid next year.

Thomas Reprographics, Inc. has held pricing during the initial three-year term and offered to renew the contract maintaining original bid pricing. The Producer Price Index for printing has increased by 2% since April 2010. In 2010, the second lowest bidder's pricing was over \$8,500 higher than Thomas Reprographics. The City has been satisfied with the vendor's performance over the past three years. 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 renewal and new bids will be obtained.

## **Fiscal Impact**

The total amount of \$40,000 is available: approximately 75% from various CIP project budgets (Project Management Program) and 25% from the Engineering operating budget.

## **Coordinated With**

Engineering and Purchasing

## **PURCHASING INFORMATION**

Action: Renewal

Procurement Type: Request for Bids

Solicitation Number: 2010116

Responses Received: 5

Initial Contract Term: 4/1/2010 through 3/31/2013

Renewal Term: 4/1/2013 through 3/31/2014

Renewal Terms Remaining: None

Prices: The vendor has maintained pricing for the initial three-year term and has offered to renew the contract maintaining the original bid pricing. The Producer Price Index for printing has increased by 2% since April 2010. Staff has been satisfied with this vendor's performance and customer service over the past three years.

## **February 23, 2010 Bid Results:**

Thomas Reprographics Inc. Phoenix, AZ	\$55,672.50 (Recommended)
Perkinson Reprographics Inc. Mesa, AZ	\$64,335.00
Scottblue Reprographics Inc. Mesa, AZ	\$65,065.00
The Turell Corp dba Arizona Overland Blueprint Phoenix, AZ	\$71,412.50
Techniprint Co. Phoenix, AZ	\$74,255.00
Hogue Solutions Mesa, AZ	No Bid
Lithotech Phoenix, AZ	

## **RENEWAL RECOMMENDATION**

***Thomas Reprographics, Inc.***  
**Phoenix, AZ**

<b>Description</b>
Digital Bond Printing Services (Items 1 – 11) per Standard Terms and Conditions, Specifications and Bid (Unit) Pricing offered
<b>Annual Contract Amount: <u>\$40,000</u></b>