



City Council Report

Date: November 4, 2024
To: City Council
Through: Michael Kennington, Deputy City Manager/Chief Financial Officer
From: Edward Quedens, Business Services Director
Kristy Garcia, Procurement Administrator
Subject: Three-Year Term Contract with Two-Year Renewal Options for Commercial Printing for the Business Services Department **(Citywide)**

Recommendation

The Business Services Department and Procurement Services recommend awarding the contract to the lowest, responsive, and responsible bidders, United Printing and Mailing; Di-Mor Business Forms, Inc.; the Masters Touch, LLC.; and Courier Graphics Corporation at \$167,000.00 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 utilize this contract for printing projects they do not have the proper equipment for, or where it is not economically possible for them to complete certain projects. Award is recommended for printing: Group A – Booklets; Group B – Brochures; Group C – Magazines; Group D – Other Customer Printing; and Group E – Envelopes.

Purchase Information

Action: Award
Procurement Type: Request for Bids
Contract Number: 2025048
Local Consideration: Not applicable as there were no Mesa responses
Protests Received: None
Initial Contract Term: Three (3) years
Possible Renewals: Up to a maximum of two (2) years subject to Administrative review and approval
Funding Source: Business Services (for departments citywide) through Print Services Operating Budget

Bid Responses

Bid Tabulation Available Upon Request

Courier Graphics Corporation Phoenix, AZ	Recommended – Group A (Secondary)
Di-Mor Business Forms, Inc. Phoenix, AZ	Recommended – Group A & C (Primary) Recommended – Group B (Secondary)
The Masters Touch, LLC. Spokane, WA	Recommended – Group E (Primary) Recommended – Group D (Secondary)
United Printing and Mailing Phoenix, AZ	Recommended – Group B & D (Primary) Recommended – Group C & E (Secondary)