



City Council Report

Date: February 26, 2018
To: City Council
Through: Michael Kennington, Chief Financial Officer
From: Edward Quedens, Business Services Director
Matt Bauer, Procurement Administrator
Subject: Three-Year Term Contract for Print Shop Paper 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, Spicers Paper, Inc. at \$80,500.00 annually, based on estimated usage.

Background / Discussion

This contract will be used by the City's Print Shop and made available to City Departments through the Materials and Supply Warehouse.

Purchase Information

Action: Award
Procurement Type: Request for Bids
Contract Number: 2018083
Local Consideration: Not applicable as there were no Mesa responses
Protests Received: None
Initial Contract Term: Three years
Possible Renewals: Two years subject to Administrative review and renewal
Funding Source: The purchase is funded in the Print Service operating budget through the Print Shop Internal Services Fund

January 17, 2018 Responses

Vendor	Group A	Group B	Group C	Group D
Spicers Paper Inc. Phoenix (Recommended)	<u>\$51,187.10</u>	<u>\$12,609.85</u>	<u>\$4,210.93</u>	<u>\$1,125.01</u>
Veritiv Operating Company Phoenix, AZ	\$85,378.20	No Bid	No Bid	\$2,716.00

Vendor	Group E	Group F	Group G
Spicers Paper Inc. Phoenix	<u>\$4,102.95</u>	<u>\$824.32</u>	<u>\$222.58</u>
Veritiv Operating Company Phoenix, AZ	\$12,169.00	\$1,420.00	No Bid

AWARD RECOMMENDATION
<p>Print Shop Paper per Contract No. 2018083; Exhibits – Scope of Work/ Technical Specifications, Pricing, and Mesa Standard Terms and Conditions; Solicitation including any addenda; and Contractor Response</p> <p>Annual Contract Amount: <u>\$80,500.00</u> (includes 8.6% Sales Tax)</p>