



City Council Report

Date: October 19, 2020
To: City Council
Through: Michael Kennington, Deputy City Manager/Chief Financial Officer
From: Edward Quedens, Business Services Director
Matt Bauer, Procurement Administrator
Subject: One-Year Renewal with a One-Year Renewal Option to the Term Contract for Print Shop Paper for the Business Services Department **(Citywide)**

Recommendation

Council is requested to approve the contract renewal as recommended.

The Business Services Department and Purchasing recommend authorizing the renewal with Spicers Paper, Inc., at \$80,500 annually, with an annual increase allowance of up to 5%, or the adjusted Producer Price Index.

Background / Discussion

This contract is used by the City's Print Shop and the paper is available to City Departments through the Materials and Supply Warehouse.

Spicers Paper, Inc. has agreed to renew the contract maintaining last year's pricing. The Producer Price Index has increased by 1.9% during the initial contract term. The City has been satisfied with vendor's performance. This contract continues to be advantageous to the City and it is in the City's best interest to renew the contract.

Purchase Information

Action: Renewal (1st of 2 possible)
Procurement Type: Request for Bids
Contract Number: 2018083
Original Council Award Date: 2/26/2018
Initial Contract Term: Three years
Possible Renewals: One-year renewal subject to Administrative review and approval
Funding Source: Business Services Department - Print Services operating budget through the Print Shop Internal Services Fund