



City Council Report

Date: April 5, 2021
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 Large Format Commercial Printing for the Business Services Department
(Citywide)

Recommendation

Council is requested to approve the award as recommended.

A committee representing the Business Services Department and Purchasing evaluated responses. The evaluation committee recommends awarding the contract to the highest scored proposal from ARC Document Solutions at \$116,000 annually, based on estimated usage, with an annual increase allowance of up to 5%, or the adjusted Producer Price Index.

Background / Discussion

This contract will be used by Print Services to print large format printing projects that Print Services does not have the equipment to complete, or it is not economically advantageous.

The City received six proposal responses of which all vendors met the minimum qualifications. The evaluation committee evaluated the proposal in accordance with the City's established policies and procedures. The evaluation committee completed scoring the responses against the scoring criteria in the solicitation. Based upon the evaluation results, the committee recommends award to the highest scored respondent, ARC Document Solutions; the top-ranked and lowest priced firm whose proposals best meets the City's requirements.

Purchase Information

Action: Award
Procurement Type: Request for Proposals
Contract Number: 2021111
Local Consideration: Policy did not apply to this procurement method
Protests Received: None
Initial Contract Term: Three Years
Possible Renewals: Up to a maximum of two years subject to Administrative review and approval
Funding Source: Business Services Department – Print Services operating budget through the Print Internal Service Fund

Proposal Responses / Final Scoring

Respondent	Total Points Possible / 1,000
ARC Document Solutions - Phoenix, AZ (Recommended)	<u>980</u>
AlphaGraphics, #291 - Mesa, AZ	786
AZCAL Enterprises, LLC - Chandler, AZ	689
Printing Specialists - Tempe, AZ	575
F&B Graphics - Seattle, WA	569
Wicked Graphics, LLC - Mesa, AZ	407