



City Council Report

Date: October 18, 2021
To: City Council
Through: Michael Kennington, Deputy City Manager/Chief Financial Officer
From: Edward Quedens, Business Services Director
Kristy Garcia, Acting Procurement Administrator
Subject: Three-Year Term Contract with Two Years of Renewal Options for Offset Printing for Small Press Works 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 proposals from Capitol Litho Corporation dba Capitol Litho; Di-Mor Business Forms, Inc.; Metiers D & E, LLC (a Mesa business); at \$90,000 annually, with an annual increase allowance of up to 5% or the adjusted Producer Price Index.

Background / Discussion

Print Services will use this contract for offset printing for small press work to complete City printing projects that Print Services does not have the proper equipment to complete, or it is not economically possible for them to complete these types of projects.

The City received five proposal responses of which, one vendor was deemed as non-responsive. The committee evaluated the proposals 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 on the evaluation results, the committee recommends award to the three, highest scored respondents.

Purchase Information

Action: Award
Procurement Type: Request for Proposals
Contract Number: 2022010
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

Proposal Responses and Final Scoring

Respondent	Total Points Possible / 200
Capitol Litho Corporation dba, Capitol Litho – Phoenix, AZ (Recommended – Qualified Vendors List)	<u>190.00</u>
Di-Mor Business Forms, Inc. – Phoenix, AZ (Recommended – Qualified Vendor List)	<u>181.67</u>
Metiers D & E, LLC – Mesa, AZ (Recommended – Qualified Vendor List)	<u>170.00</u>
Courier Graphics Corporation – Phoenix, AZ	95.00

Deemed as Non-Responsive:

Kaye-Ross Graphics dba, Advante Print Center – Mesa, AZ (Did not submit the necessary information for evaluation; Section 4 of the RFP under the Instructions section indicates additional information is needed, which none was provided.)