



**PURCHASING ITEM
FOR
COUNCIL AGENDA**

1. Agenda Item Number:

25

2. Council Meeting Date:

November 17, 2011

TO: MAYOR & COUNCIL

3. Date Prepared: October 28, 2011

THROUGH: CITY MANAGER

4. Requesting Department:

Management Services

5. SUBJECT: Approve purchase of Laser Printer Cartridges, OEM/Remanufactured from Vision Business Products, utilizing the State of Arizona Contract #EPS080088-4-A1 in an amount not to exceed \$90,000.

6. RECOMMENDATION: Recommend approval of the extended use of the State of Arizona Contract #EPS080088-4-A1 with Vision Business Products, for the purchase of Laser Printer Cartridges, OEM/Remanufactured in an amount not to exceed \$90,000.

7. HISTORICAL BACKGROUND/DISCUSSION: Vision Business Products offers laser printer cartridges in addition to facsimile supplies and copier supplies, allowing the City to purchase numerous items from one vendor. During the past 12-months, the City has spent approximately \$85,000 for laser printer cartridges, facsimile supplies and copier supplies, both OEM and remanufactured. Vision offers online ordering for next day desk top delivery. Whenever possible, remanufactured cartridges are purchased at a deeply discounted price over original manufacturer cartridge prices. Because of increased discounts and environmental and sustainability concerns, the City is increasing the quantity of remanufactured supplies purchased, educating users on equal quality and price savings achieved. All supplies from Vision Business Products are used in printers and copiers throughout the City.

8. EVALUATION PROCESS: In April 2008, the State Procurement Office issued a bid for laser printer cartridges and an award was made in October 2008 to Vision Business Products. In October 2009, October 2010 and again in October 2011, the State extended the contract for an additional year with no price increases. The City has purchased from the State contract for the past ten years. By utilizing the State contract, bidding costs are eliminated and better pricing is obtained due to the purchasing discounts and larger volume the State obtains on their bids. Vision Business Products is the only vendor that offers all these supplies on one contract, eliminating the need to use multiple contracts and also offers online ordering for next day delivery, eliminating the need to stock items in Central Supply, saving time and money associated with double delivery and storage. City staff is also able to order using their Purchasing Card, which increases our rebate for the Purchasing Card program. Staff is requesting a not to exceed amount of \$90,000 to cover anticipated purchases over the next year. The City has an approved Intergovernmental Agreement with the State of Arizona.

9. FINANCIAL IMPLICATIONS: Funds for Laser Printer Cartridges, OEM/Remanufactured will be paid from various departments' office supplies (5310) and office equipment repair & maintenance (5411) accounts.

10. PROPOSED MOTION: Move to approve the extended use of the State of Arizona Contract #EPS080088-4-A1 for the purchase of Laser Printer Cartridges, OEM/Remanufactured from Vision Business Products for a total amount not to exceed \$90,000.

APPROVALS

11. Requesting Department


Mike Mandt, CPPB
Acting Purchasing Supervisor

12. Department Head


Dennis Strachota, Management Services Director

13. Procurement Officer


Kristy Garcia, CPPB

14. City Manager


Rich Dlugas