



**PURCHASING ITEM  
FOR  
COUNCIL AGENDA**

**1. Agenda Item Number:**

**15**

**2. Council Meeting Date:**  
April 12, 2012

**TO: MAYOR & COUNCIL**

**3. Date Prepared:** March 1, 2012

**THROUGH: CITY MANAGER**

**4. Requesting Department:**  
Management Services

**5. SUBJECT:** Approve Agreement WH0-310-2849 Amendment No. 1 with Di-Mor Business Forms, Inc. for the purchase of Envelopes for one year, in an amount not to exceed \$65,000.

**6. RECOMMENDATION:** Recommend approval of Agreement WH0-310-2849 Amendment No. 1 with Di-Mor Business Forms, Inc. for the purchase of Envelopes for one year, in an amount not to exceed \$65,000.

**7. HISTORICAL BACKGROUND/DISCUSSION:** Supply and printing of various envelopes are stocked in the City's Central Supply and used by several departments within the City, primarily Print, Mail and Graphics, Tax and License and Utility Services. The City spends approximately \$61,000 annually for various types of envelopes to include envelopes needed for utility billing, sales tax returns, billings for City Magistrate, mailing envelopes of various sizes, etc.

**8. EVALUATION PROCESS:** In May 2010, Council approved the award of agreement WH0-310-2849 for the purchase of envelopes to Di-Mor Business Forms, Inc. for a two-year period with options to extend for three (3) additional one-year periods. Overall, pricing has increased 5% due to price increases of materials (paper, clear file, ink, aluminum plates) and fuel. As the Producer Price Index has increased by 7%, staff does not believe we could get better pricing by re-bidding for the used commodities. The State of Arizona Contract for envelopes has also been reviewed and State Contract pricing is approximately 8% higher and includes only generic envelopes where the City uses envelopes that are specific/custom to our requirements for Tax & Utility Billing forms. Therefore bidding our specific requirements provides us with the results we need rather than using the State contract. Staff is satisfied with the products and services provided by the vendor and recommends the first one-year extension. The term of the agreement will be May 1, 2012 through April 30, 2013.

**9. FINANCIAL IMPLICATIONS:** Funds for purchase of Envelopes will be from the Central Supply Inventory account 101.0000.1516 and charged back to various departments' printing accounts.

**10. PROPOSED MOTION:** Move to approve Agreement WH0-310-2849 Amendment No. 1 with Di-Mor Business Forms, Inc. for the purchase of Envelopes for one year, in an amount not to exceed \$65,000.

**APPROVALS**

**11. Requesting Department**

Robert Descheemaker, CPPB  
Purchasing & Materials Supervisor

**12. Department Head**

Dawn Lang, Management Services Director

**13. Procurement Officer**

Kristy Garcia, CPPB

**14. City Manager**

Rich Dlugas

AMENDMENT NUMBER ONE  
TO AGREEMENT BETWEEN THE CITY OF CHANDLER  
AND  
DI-MOR BUSINESS FORMS, INC.  
FOR THE PURCHASE OF ENVELOPES  
AGREEMENT NO. WH0-310-2849

This Amendment No. One to that certain Agreement Between the City Of Chandler (CITY) and Di-Mor Business Forms, Inc. (CONTRACTOR) for the purchase of Envelopes dated May 17, 2010, and is entered into this \_\_\_\_ day of \_\_\_\_\_, 2012.

WHEREAS, a two year AGREEMENT with three (3) additional one year renewal options was awarded to Di-Mor Business Forms, Inc. for the purchase of Envelopes. This is the first renewal option.

NOW THEREFORE, the parties agree as follows:

1. Section 6, Term of the AGREEMENT is hereby amended to extend the AGREEMENT for a one-year period, May 1, 2012 through April 30, 2013.
2. Section 5, Price of the AGREEMENT is hereby amended CITY shall pay to CONTRACTOR an amount not to exceed Sixty Five Thousand Dollars (\$65,000), for the completion of all the work and services described herein, which sum shall include all costs or expenses incurred by CONTRACTOR, payable as set forth in Revised Exhibit A, attached hereto and made a part hereof by reference.
3. All other terms and conditions of the above referenced Agreement shall remain unchanged and in full force and effect. All terms and conditions in the original Agreement and any Amendments not specifically amended herein shall be incorporated by reference in its entirety and shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have hereunto subscribed their names this \_\_\_\_ day of \_\_\_\_\_, 2012.

CITY OF CHANDLER:

By: \_\_\_\_\_  
Mayor

CONTRACTOR:

By: \_\_\_\_\_  
Title: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney *[Signature]*

ATTEST: (If corporation)

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
City Clerk

WITNESS: (If individual or Partnership)

\_\_\_\_\_

**EXHIBIT A - Revised  
TECHNICAL SPECIFICATIONS & PRICING**

Item #	Description	Qty (box)	Price (per box)
1 7535.006.5911	Envelope, "Tax & Utility Services" #10, Window, Window size 4 ½" W x 1 ½" H. White Wove, 24 lb. Commercial flap, Recycled, PMS 548, Blue Ink.; 500 per box.	220	\$ 12.68
2 7535.061.0155	Envelope, Plain, #9, Regular, White Wove, 24 lb, Commercial flap; Recycled; 500 per box.	70	\$ 13.37
3 7535.061.0160	Envelope, Plain, #10, Regular, White Wove, 24 lb, Commercial flap, Recycled; 500 per box	174	\$ 11.66
4 7535.061.0162	Envelope, Plain, #10, Window, Window size 4 ½" W x 1 1/8" H. White Wove, 24 lb, Commercial flap, Recycled; 500 per box.	265	\$ 12.63
5 7535.061.0180	Envelope, Printed, #10, Regular, Classic Crest, 3 Color "City of Chandler" logo, (PMS 548 Blue / PMS 431 Gray /PMS 222 Red); Comm'l flap, Recycled; 500 per box.	50	\$ 32.54
6 7535.061.0182	Envelope, Printed, #10, Window, Window size 4 ½" W x 1 1/8" H. Classic Crest, 3 Color "City of Chandler" logo, (PMS 548 Blue/ PMS 431 Gray / PMS 222 Red); Commercial flap, Recycled; 500 per box.	50	\$ 43.08
7 7535.083.3320	Envelope, "Tax & Utility Services", Mail-Out, "Address Service Requested", #10, Window, Window size 4 ½" W x 1 ½" H. White Wove, 24 lb. Printing on front and back PMS 548 Blue, Recycled logo on back. Commercial flap; presort 1 <sup>st</sup> class; Recycled; 500 per box.	1560	\$ 11.81
8 7535.083.3340	Envelope, "Sales Tax Return", #9, Regular, White Wove, 24 lb, Commercial flap; Recycled; Green PMS 355 ink with front and back printing; 500 per box.	540	\$ 11.08
9 7535.083.3353	Envelope, "Court", #10, Window, Window size 4 ½" W x 1 1/8" H. White Wove, 24 lb. PMS 548 Blue Ink, Commercial flap; Recycled; 500 per box.	48	\$ 13.86
10 7535.083.3354	Envelope, "Court", #10, Regular, White Wove, 24 lb. PMS 548 Blue; "Address Service Requested", Commercial flap; Recycled; 500 per box.	20	\$ 14.77
11 7535.083.3370	Envelope, "Tax & Utility Services" #10, Window; Window size 4 ½" W x 1 ½" H. White Wove 24 lb. Commercial flap; Printing on front and back in PMS 548 Blue ink. Recycled logo imprint on back. "Return Service Requested"; Recycled; 500 per box.	250	\$ 12.27
12 7535.083.3375	Envelope, "Tax & Utility Services" #10, Window, Window size 4 ½" W x 1 ½" H. White Wove, 24 lb. Printing on front and back in PMS 548 Blue ink. Commercial flap; presort 1 <sup>st</sup> class; "Return Service Requested"; Recycled; 500 per box.	425	\$ 12.16
13	Envelope, 9 x 12 Catalog; Manila, 28 lb. Plain. Regular Adhesive Seal. 500 per box.	12	\$ 40.43
14	Envelope, 9 x 12 Catalog; White, 28 lb. Plain. Regular Adhesive Seal. 500 per box.	12	\$ 36.75
15	Envelope, 10 x 13 Catalog; Manila, 28 lb. Plain. Regular Adhesive Seal. 500 per box.	12	\$ 49.26
16	Envelope; 10 x 13; Catalog; White, 28 lb. Plain. Regular Adhesive Seal. 500 per box.	12	\$ 43.97
17	Envelope, 6 x 9; Catalog; White, 28 lb. Plain. Peel-N-Seal. 500 per box.	20	\$ 68.25
18	Envelope, 6 x 9; Catalog; White, 28 lb. Plain. Regular Adhesive Seal. 500 per box.	20	\$ 24.29
19 7535.083.3330	Envelope, Utility Return, # 9 Regular, White Wove, 24 lb, Commercial Flap, with Phoenix P.O. Box #, Black Ink with back printing, 500 per box.	220	\$ 11.15