



**PURCHASING ITEM  
FOR  
COUNCIL AGENDA**

**1. Agenda Item Number:**

14

**2. Council Meeting Date:**  
November 8, 2012

**TO: MAYOR & COUNCIL**

**3. Date Prepared:** September 24, 2012

**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 \$60,000.

**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 \$60,000.

**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 \$53,000 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 being 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, October 2011, and again in October 2012, the State extended the contract for an additional year with no price increases. The City has purchased from the State contract for the past twelve years. By utilizing the State contract, 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 their online ordering for next day delivery, eliminate the need to stock items in Central Supply, saving time and money associated with double delivery and storage. City staff is 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 \$60,000 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 \$60,000.

**APPROVALS**

**11. Requesting Department**

Mike Mandt, CPPB  
Acting Purchasing Supervisor



**12. Department Head**

Dawn Lang, Management Services Director



**13. Procurement Officer**

Kristy Garcia, CPPB



**14. City Manager**

Rich Dlugas

