



**PURCHASING ITEM
FOR
COUNCIL AGENDA**

1. Agenda Item Number:

24

2. Council Meeting Date:

February 13, 2014

TO: MAYOR & COUNCIL

3. Date Prepared: January 21, 2014

THROUGH: CITY MANAGER

4. Requesting Department:
Management Services

5. SUBJECT: Purchase of Laser and Inkjet Printer Cartridges, OEM/Remanufactured

6. RECOMMENDATION: Recommend approval of the use of the State of Arizona Contract #ADSP014-00003441 for the purchase of Laser and Inkjet Printer Cartridges, OEM/Remanufactured with Vision Business Products and Wist Office Products in a total amount not to exceed \$65,000.

7. BACKGROUND/DISCUSSION: Vision Business Products and WIST Office Products offers laser and ink jet printer cartridges in addition to facsimile supplies and copier supplies. During the past 12-months, the City has spent approximately \$60,000 for laser and inkjet printer cartridges, facsimile supplies and copier supplies, both OEM and remanufactured. Both vendors offer 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.

8. EVALUATION PROCESS: In September 2013, the State Procurement Office issued a bid for laser and inkjet printer cartridges and an award was made in December 2013 to Vision Business Products and Wist Office Products. The contract was awarded with an initial term of one year with options to renew for three additional one year terms. The solicitation and evaluation process was conducted in accordance with established state policies and procedures and the contract award was made to the responsible Offeror(s) whose bid was determined in writing to be the most advantageous to the state. By utilizing the state contract, better pricing is obtained due to the purchasing discounts and larger volume the state obtains on their bids. Savings range from 47% up to 80% off list price and both vendors offer 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 can compare pricing between the two vendors and place orders based on the lowest price. 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 \$65,000 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 and Inkjet 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 use of the State of Arizona Contract #ADSP014-00003441 for the purchase of Laser and Inkjet Printer Cartridges, OEM/Remanufactured with Vision Business Products and Wist Office Products in a total amount not to exceed \$65,000.

ATTACHMENT: None

APPROVALS

11. Requesting Department



Mike Mandt, CPPB
Acting Purchasing & Materials Supervisor

12. Department Head



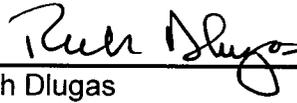
Dawn Lang, Management Services Director

13. Procurement Officer



Kristy Garcia, CPPB

14. City Manager



Rich Dlugas