



**PURCHASING ITEM
FOR
COUNCIL AGENDA**

1. Agenda Item Number:

21

2. Council Meeting Date:

April 24, 2014

TO: MAYOR & COUNCIL

3. Date Prepared: April 4, 2014

THROUGH: CITY MANAGER

4. Requesting Department:
Management Services

5. SUBJECT: Purchase of Envelopes

6. RECOMMENDATION: Approval of the use of the State of Arizona Contract No. ADSPO12-010845 with Arizona Envelope Company for the purchase of Envelopes in an amount not to exceed \$65,000.

7. BACKGROUND/DISCUSSION: The requested contract is for the supply and printing of various envelopes that are stocked in the City's Central Supply and used by several departments within the City, primarily Print, Mail and Graphics. Various types of envelopes are used by the City including envelopes needed for Tax & License, Utility Services, City Court, general City business, catalog mailings and more.

8. EVALUATION PROCESS: In April 2013, the City awarded a contract with Cenveo for the purchase of Envelopes for a one year term with the option of four additional one-year extensions. During the renewal process Cenveo had numerous price increases with the overall price increasing by 10 percent. Because of the price increase and service issues, an evaluation was done with Arizona Envelope Company who has the State of Arizona contract for envelopes. Pricing provided by Arizona Envelope, utilizing the State contract, will save the City approximately \$1,300. Arizona Envelope has been the City's vendor for its envelope contract in the past. The experience was positive. They provide excellent customer service, are very knowledgeable about the envelope industry and are familiar with the City's envelope needs.

9. FINANCIAL IMPLICATIONS: Funds for purchase of envelopes will be from the Central Supply Inventory account 101.0000.0000.1516 and charged back to various departments' printing accounts.

10. PROPOSED MOTION: Move to approve the use of the State of Arizona Contract No. ADSPO12-010845 with Arizona Envelope Company for the purchase of Envelopes in an amount not to exceed \$65,000.

ATTACHMENT: None

APPROVALS

11. Requesting Department

Giulio Gentile
Giulio Gentile, Acting Supply Supervisor

12. Department Head

Dawn Lang
Dawn Lang, Management Services Director

13. Procurement Officer

Kristy Garcia
Kristy Garcia, CPPB

14. City Manager

Rich Dlugas
Rich Dlugas