



PURCHASING ITEM FOR COUNCIL AGENDA

1. Agenda Item Number:

34

2. Council Meeting Date:

February 12, 2015

TO: MAYOR & COUNCIL

3. Date Prepared: January 16, 2015

THROUGH: CITY MANAGER

4. Requesting Department:

Management Services

5. SUBJECT: Purchase of Laser and Inkjet Printer Cartridges, Original Equipment Manufacturer (OEM) and Remanufactured

6. RECOMMENDATION: Staff recommends City Council approve the use of the State of Arizona Contract #ADSPO14-00003441 for the purchase of Laser and Inkjet Printer Cartridges, OEM and Remanufactured with Vision Business Products and Wist Office Products in a total amount not to exceed \$70,000.

7. BACKGROUND/DISCUSSION: Vision Business Products and Wist Office Products offer laser and ink jet printer cartridges, facsimile supplies and copier supplies. During the past twelve months, the City has spent approximately \$67,000 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 OEM cartridge prices.

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 bidders whose bids were determined in writing to be the most advantageous to the State.

The City has an approved Intergovernmental Agreement with the State of Arizona and has purchased these products under the State contract since its initial term. The State contract offers discounts as a result of large volume purchases. Savings range from 47% up to 80% off list price and both vendors offer online ordering for next day delivery. City staff can compare pricing between the two vendors and place orders based on the lowest price. Based on historical usage, staff estimates a City-wide spend in the amount of \$70,000.

9. FINANCIAL IMPLICATIONS: Funds for Laser and Inkjet Printer Cartridges, OEM and 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 #ADSPO14-00003441 for the purchase of Laser and Inkjet Printer Cartridges, OEM and Remanufactured with Vision Business Products and Wist Office Products in a total amount not to exceed \$70,000.

ATTACHMENT: None

APPROVALS

11. Requesting Department

Christina Pryor, CPPB
Purchasing & Materials Manager

12. Department Head

Dawn Lang, Management Services Director

13. Procurement Officer

Juan Martinez

14. City Manager

Rich Dlugas