



**PURCHASING ITEM
FOR
COUNCIL AGENDA**

1. Agenda Item Number:

48

2. Council Meeting Date:
January 11, 2007

TO: **MAYOR & COUNCIL**

3. Date Prepared: December 12, 2006

THROUGH: **CITY MANAGER**

4. Requesting Department:
Management Services

5. **SUBJECT:** Approve use of State of Arizona contract #AD020241-001-A6 with Vision Business Products for the purchase of Laser Printer Cartridges, OEM/Remanufactured in an amount not to exceed \$150,000.

6. **RECOMMENDATION:** Recommend use of the State of Arizona contract #AD020241-001-A6 for the purchase of Laser Printer Cartridges, OEM/Remanufactured from Vision Business Products in an amount not to exceed \$150,000.

7. **HISTORICAL BACKGROUND/DISCUSSION:** The State of Arizona Procurement Office bid laser printer cartridges and a single award was made to Vision Business Products. During the past 12-months, the City has spent approximately \$120,000 for printer cartridges. In January 2006, Council approved use of the State of Arizona Contract for the purchase of Laser Printer Cartridges, OEM/Remanufactured in the amount of \$120,000. Whenever possible, remanufactured cartridges are purchased at a deeply discounted price over original manufacturer cartridge prices. However, remanufactured cartridges are not always available. As older printers are phased out, our toner expenses have risen. In addition, the City has purchased more color printers/copiers and the toner is more expensive. Laser printer cartridges are used in printers and fax machines throughout the City. Toner cartridges are stocked in Central Supply and distributed upon request. Some types of cartridges include Hewlett Packard, Epson, Gestetner, and Xerox new and remanufactured laser and ink jet cartridges.

8. **EVALUATION PROCESS:** State Procurement Office issued a bid for laser printer cartridges and an award was made to Vision Business Products. By utilizing the State contract, bidding costs are eliminated and better pricing is obtained due to the purchasing discounts the State obtains on their bids.

9. **FINANCIAL IMPLICATIONS:** Funds for Laser Printer Cartridges, OEM/Remanufactured will come from the Central Supply inventory account, 101.0000.0000.1516 and will be charged back to departments' office supply fund accounts upon issuance from the Central Supply stock.

10. **PROPOSED MOTION:** Move to approve the use of State of Arizona contract #AD020241-001-A6 for the purchase of Laser Printer Cartridges, OEM/Remanufactured from Vision Business Products in an amount not to exceed \$150,000 per staff recommendation.

APPROVALS

11. Requesting Department

12. Department Head

William Robinson

Pat Walker

13. Buyer/Contract Admin

14. City Manager

Sharon Brause, CPPB

W. Mark Pentz