



**PURCHASING ITEM
FOR
COUNCIL AGENDA**

1. Agenda Item Number:

34

2. Council Meeting Date:

April 26, 2007

TO: MAYOR & COUNCIL

3. Date Prepared: April 9, 2007

THROUGH: CITY MANAGER

4. Requesting Department: C.A.P.A.

5. SUBJECT: Extend contract (Bid no. AS5-966-2164) for Overflow Photo Copying, Printing and Bindery Services in an amount not to exceed \$100,000. Extend contract for printing the CityScope in an amount not to exceed \$40,000 for a combined total not to exceed amount of \$140,000.

6. RECOMMENDATION: Recommend extending contract (Bid no. AS5-966-2164) for Overflow Copying, Printing and Bindery Services, to JC Printing in an amount not to exceed \$100,000 and Printing the CityScope to Di-Mar Business Forms in an amount not to exceed \$40,000 for a combined total not to exceed amount of \$140,000.

7. HISTORICAL BACKGROUND/DISCUSSION: These services are needed to ensure that printing and copying will be provided in a timely manner to meet schedules requested by City staff. The contract includes the pick up and delivery of documents at Administrative Services. The CityScope is a monthly newsletter for Chandler citizens. The newsletter is inserted and mailed along with water bills. The newsletter is printed on recycled paper. The contract also includes the printing and folding of the City of Chandler Quick Look Phone Directory and Six Month Calendar.

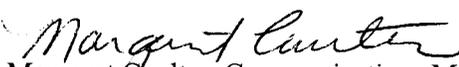
8. EVALUATION PROCESS: In June 2005, Council approved a one year contract for Overflow Copying, Printing and Bindery services and printing the CityScope, the Quick Look Phone Directory and Six Month Calendar to JC Printing and D-Mar Business Forms. The contract included two one year renewable options. Staff is satisfied with the services provided by both vendors and requesting the final one-year extension. JC printing has agreed to extend the contract with no price increases. Di-Mar Business Forms requested a ten percent increase due to increase in paper costs and fuel costs involved with delivery. Staff evaluated the bids that were provided last year and with the price increase D-Mar Business Forms is still the low bidder for the CityScope portion of the contract. A purchase order will serve as the form of contract for these services.

9. FINANCIAL IMPLICATIONS: Funds for Overflow Copying, Printing and Bindery Services will be from 101-1210-5309 and in turn charged back to the various departments printing accounts that incur the expense. Funds for Printing the CityScope will be from 101-1070-5219, General Fund, CAPA, Other Professional/Contract Services.

10. PROPOSED MOTION: Move to extend contract (Bid no. AS5-966-2164) for Overflow Copying, Printing and Bindery Services, with JC Printing in an amount not to exceed \$100,000 and Printing the CityScope with Di-Mar Business Forms in an amount not to exceed \$40,000 for a combined total not to exceed amount of \$140,000, per staff recommendation.

APPROVALS

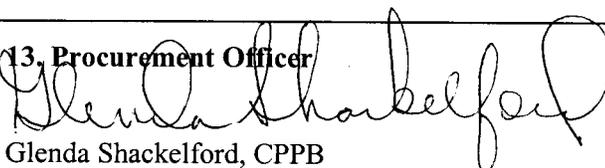
11. Requesting Department


Margaret Coulter, Communications Manager

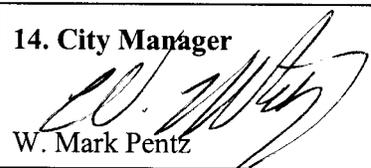
12. Department Head


Nachie Marquez

13. Procurement Officer


Glenda Shackelford, CPPB

14. City Manager


W. Mark Pentz