



**PURCHASING ITEM
FOR
COUNCIL AGENDA**

1. Agenda Item Number:

28

2. Council Meeting Date:
January 31, 2008

TO: **MAYOR & COUNCIL**

3. Date Prepared: January 11, 2008

THROUGH: **CITY MANAGER**

4. Requesting Department: Management Svcs

5. SUBJECT: Approve purchase of Copier Paper from Unisource Worldwide Inc. and Spicers Paper, Inc., utilizing the Arizona State Contract #EPS080003-0 in an amount not to exceed \$100,000.

6. RECOMMENDATION: Request purchase of Copier Paper from Unisource Worldwide Inc. and Spicers Paper, Inc., utilizing the Arizona State Contract #EPS080003-0 in an amount not to exceed \$100,000.

7. HISTORICAL BACKGROUND/DISCUSSION: Copier Paper is used for printing various forms, reports, publications, and is utilized in all of the City's copiers and printers. The contract offers a variety of paper that is currently being used by the City. During the past year, the City spent approximately \$80,000 for paper.

8. EVALUATION PROCESS: The Arizona State Procurement Office has bid Copier paper, and an award was made to Unisource Worldwide Inc. and Spicers Paper, Inc. Copier Paper is stocked in Central Supply and distributed upon request. Some types of paper include various sizes of 20# bond (white and colored), 90# index, and carbonless paper. By using the state contract, it eliminates the bidding costs and obtains better pricing due to the purchasing discounts the State obtains on their bids.

9. FINANCIAL IMPLICATIONS: Funds will be paid through the General Fund, Central Stores Inventory account, 101.0000.0000.1516, and will be charged back to individual departments' office supplies account as issued.

10. PROPOSED MOTION: Move to approve the purchase of Copier Paper from Unisource Worldwide Inc. and Spicers Paper, Inc. utilizing the Arizona State Contract #EPS080003-0 in an amount not to exceed \$100,000 per staff recommendation.

APPROVALS

11. Requesting Department


William Robinson, Central Supply Supervisor

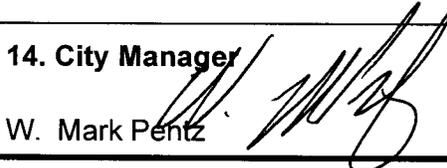
12. Department Head


Dennis Strachota

13. Procurement Officer


Kristy Garcia, CPPB

14. City Manager


W. Mark Pentz