



**PURCHASING ITEM  
FOR  
COUNCIL AGENDA**

**1. Agenda Item Number:**

**31**

**2. Council Meeting Date:**

November 20, 2008

**TO: MAYOR & COUNCIL**

**3. Date Prepared:** October 31, 2008

**THROUGH: CITY MANAGER**

**4. Requesting Department:**

Management Services

**5. SUBJECT:** Approve purchase of Laser Printer Cartridges, OEM/Remanufactured from OfficeMax and Vision Business Products, utilizing the State of Arizona Contract #EPS080088-0 in an amount not to exceed \$200,000.

**6. RECOMMENDATION:** Recommend approval of the use of the State of Arizona Contract #EPS080088-0 with OfficeMax and Vision Business Products, for the purchase of Laser Printer Cartridges, OEM/Remanufactured in an amount not to exceed \$200,000.

**7. HISTORICAL BACKGROUND/DISCUSSION:** In April 2008, the State of Arizona Procurement Office bid laser printer cartridges and an award was made in October 2008 to OfficeMax and Vision Business Products. The City has purchased from the State contract for the past seven years. The previous State contract had exhausted all extensions and the contract was re-bid. During the past 12-months, the City has spent approximately \$170,000 for laser printer cartridges. 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, printer cartridges have risen. In addition, the City has purchased more color printers/copiers and the cartridges are more expensive. Laser printer cartridges are used in printers throughout the City. Printer 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.

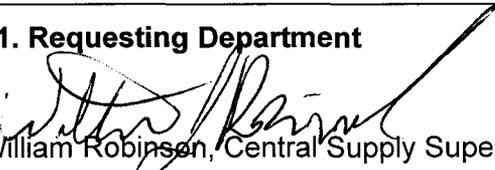
**8. EVALUATION PROCESS:** In April 2008, the State Procurement Office issued a bid for laser printer cartridges and an award was made in October 2008 to OfficeMax and Vision Business Products. By utilizing the State contract, bidding costs are eliminated and better pricing is obtained due to the purchasing discounts and larger volume the State obtains on their bids. A purchase order will be used as the form of contract and the City has an approved Intergovernmental Agreement with the State of Arizona.

**9. FINANCIAL IMPLICATIONS:** Funds for Laser Printer Cartridges, OEM/Remanufactured will be paid through the General Fund, Central Supply Inventory Account, 101.0000.0000.1516 and will be charged back to individual departments' office supply fund accounts as issued.

**10. PROPOSED MOTION:** Move to approve use of the State of Arizona Contract #EPS080088-0 for the purchase of Laser Printer Cartridges, OEM/Remanufactured from OfficeMax and Vision Business Products for a total amount not to exceed \$200,000.

**APPROVALS**

**11. Requesting Department**

  
William Robinson, Central Supply Supervisor

**12. Department Head**

  
Dennis Strachota

**13. Purchasing Specialist**

  
Kristy Garcia, CPPB

**14. City Manager**

  
W. Mark Pentz

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