



**PURCHASING ITEM
FOR
COUNCIL AGENDA**

1. Agenda Item Number:

36

2. Council Meeting Date:

August 13, 2009

TO: MAYOR & COUNCIL

3. Date Prepared: July 14, 2009

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 State of Arizona Contract #EPS080003-0 and Maricopa County Community Colleges (S.A.V.E.) Contract No. 2920-6 in a total amount not to exceed \$100,000.

6. **RECOMMENDATION:** Recommend approval of the use of the State of Arizona Contract #EPS080003-0 and Maricopa County Community Colleges (S.A.V.E.) Contract No. 2920-6 with Unisource Worldwide Inc. and Spicers Paper, Inc., for the purchase of copier paper in a total 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. These contracts offer a variety of paper that is currently being used by the City. The 20 lb and 60 lb colored paper have a 30% recycled content and the 90 lb colored paper is 20% recycled content. During the past year, the City spent approximately \$90,000 for paper.

8. **EVALUATION PROCESS:** The State of Arizona Procurement Office has bid copier paper, and an award was made to Unisource Worldwide Inc. and Spicers Paper, Inc. Maricopa County Community Colleges also bid copier paper and made an award to Unisource Worldwide Inc. and Spicers Paper Inc. Utilizing both contracts will save the City approximately \$3,000 a year by selecting the best cost for paper from both contracts. Copier Paper is stocked in Central Supply and distributed upon request. Some types of paper include various sizes of 20# bond (white and colored), 65# text and 90# index paper. By using the State and S.A.V.E. contracts, it eliminates the bidding costs and obtains better pricing due to the purchasing discounts the State and Maricopa County Community Colleges obtains on their bids due to the large volume.

9. **FINANCIAL IMPLICATIONS:** Funds for the purchase of copier paper will come from 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 the use of the State of Arizona Contract #EPS080003-0 and the use of the Maricopa County Community Colleges (S.A.V.E.) Contract No. 2920-6 with Unisource Worldwide Inc. and Spicers Paper, Inc., for the purchase of copier paper in a total amount not to exceed \$100,000.

APPROVALS

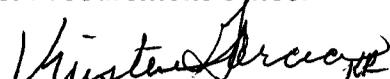
11. Requesting Department


William Robinson, Central Supply Supervisor

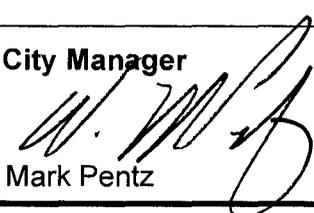
12. Department Head


Dennis Strachota

13. Procurement Officer


Kristy Garcia, CPPB

14. City Manager


W. Mark Pentz