

REQUEST FOR PURCHASE IN EXCESS OF \$20,000/CHANGE ORDER



To: Mayor and City Council

From: Jennifer Bennerotte, Communications & Technology Services
Director

Date: May 7, 2013

Subject: Request for Purchase -- About Town Paper

Agenda Item #: IV.F.

The Recommended Bid is

- Within Budget
 Not Within Budget

Date Bid Opened or Quote Received:
April 25-30

Bid or Expiration Date:

Company:

Anchor Paper
Unisource*
C.J. Duffey Paper Co.
XPEDX

Amount of Quote or Bid:

\$30,234.00
\$30,954.00
\$31,298.40
\$32,678.80

*Comparable grade paper. Previous estimate was for an alternative of lesser brightness.

Recommended Quote or Bid:

Anchor Paper

General Information:

To achieve cost savings and to buy a custom-sized sheet that will result in less paper waste, the Communications & Technology Services Department accepted estimates for paper for the next four issues of *About Town*. The estimated annual savings by purchasing in bulk is nearly 10 percent.

Each paper vendor provided an estimate for a different brand of paper, but they are industry equivalents. Having standardized the magazine at 54 pages, the City will need 480,000 sheets of text-weight paper and 40,000 sheets of cover-weight paper for the next four issues.

Paper was also bought in bulk in 2010 and 2012. Anchor Paper submitted estimates for the paper previously used for *About Town* and a less expensive alternative. The alternative would have cost \$28,404, but the mill will only make the paper by the truckload. Since our order does not equate to a truckload, it is not an option. The Communications & Technology Services Department recommends, then, that we purchase the same paper as used in the past (Lynx text and cover) for \$30,234. Though the cost per thousand sheets is the same as last year's pricing from Anchor Paper, we will spend about \$820 more because of the quantity we need for four 54-page issues.

The City has purchased the magazine's paper from Anchor Paper in the past. Pricing includes the cost of Anchor Paper storing the paper for the City, with quarterly deliveries to Jessen Press, the printer.

Jennifer Bennerotte

From: Steve Nielsen <snielsen@anchorpaper.com>
Sent: Wednesday, April 24, 2013 4:35 PM
To: Jennifer Bennerotte
Subject: Estimate - Paper for About Town

Good Afternoon,

Jennifer,

Please find below the two paper options available to the city of Edina. Either option would be stored at Anchor Paper Co. and shipped to Jessen Press on a quarterly basis.

420,000 sheets 19 x 28 70# Lynx Text	\$51.50m
40,000 sheets 19 x 28 100# Lynx Cover	\$137.85m

Or

420,000 sheets 19 x 28 70# Glacier Text	\$48.00m
40,000 sheets 19 x 28 100# Glacier Cover	\$134.10m

Thanks,

Steve

Steve J. Nielsen
Sales Representative
Anchor Paper Co.
(651) 287-4558 Direct
(651) 298-0060 Fax
(651) 298-1312 Customer Service
snielsen@anchorpaper.com

4/25/2013

Ms Jennifer Bennerotte
Communicatins & Technology Services Director
City of Edina

Thank you for asking Duffey Paper to quote on your quarterly magazine, *About Town*.

We are quoting you on Lynx Opaque text and cover.

19x28 78M 70# Lynx Opaque Text - \$53.41/M sheets
These skids would be packed 15,000\$/skid – total of 28 skids

19x28 205M 100# Lynx Opaque Cover - \$141.54/M sheets
Please note that the **minimum order would be 10,000# or approx. 49,000\$** - These skids would be packed 3250\$/skid

Pricing includes storage for 1 year with 4 separate deliveries. Each delivery will be made in even skid increments – we will not break a skid.

If you have any questions, please let us know.

Jon Yorde
Sales Representative

C.J. DUFFEY PAPER

Bh/jy



unisource®

Quote number: Q-664750

Customer Account #	458594	Customer Service Contact	John Glisky
Customer Name	CASH SALE ACCOUNT	Customer Service Email	gliskj01@unisourcelink.com
Billing Address	9001 WYOMING AVE N BROOKLYN PARK, MN 55445	Customer Service Contact #	(800) 592-9525 xt3722
Contact Name	Jennifer Bennerotte	Division Name	UNISOURCE - MINNEAPOLIS
Phone Number	(952) 833-9520	Sales Rep Name	Craig Claflin
Shipping Address		Sales Rep Email	clafic01@unisourcelink.com
Expiration Date		Date/Time Email Sent	4/26/2013 9:09 AM

Product Code	Product Description	Qty	Qty UOM	Price	Price UOM	Extended Price	LDC	Projected Delivery	Min Order Qty
	19x28 78m 70# Starbrite Opaque	420000.00	sht	\$52.50	m	\$22,050,000.00			
	19x28 78m 70# Whitehall Opaque	420000.00	sht	\$49.12	m	\$20,630,400.00			
	19x28 205m 100# Starbrite Opaque	40000.00	sht	\$143.85	m	\$5,754,000.00			
Total						\$48,434,400.00			

Comments Pricing is delivered to Jessen Press. Unisource to get stock deliver into our warehouse, bill City of Edina and deliver to Jessen Press as needed.

ATTENTION! All orders, goods and services provided by Unisource are subject only to the terms and conditions expressly incorporated at www.unisourcelink.com/termsandconditionsseller.asp. All such different or additional terms and conditions shall be null and void.

Jennifer Bennerotte

From: Laura L. Velsvaag <Laura.Velsvaag@ipaper.com>
Sent: Monday, May 06, 2013 2:20 PM
To: Jennifer Bennerotte
Subject: FW: Request for Estimate -- Paper for About Town

Importance: High

Accent Opaque Smooth

19 x 28 70# Text 78M	\$70.50 cwt	\$54.99/M
19 x 28 100# Cover 205M	\$76.63 cwt	\$157.09/M

Finch Opaque

19 x 28 70# Text 78M	\$75.41 cwt	\$58.82/M
19 x 28 100# Cover 205M	\$79.09 cwt	\$162.13/M

Jennifer, Hello! I am so glad that you caught that. I am not sure what happened. But the above pricing is the correct pricing with cwt pricing converting to per thousand pricing.

Laura

From: Laura L. Velsvaag
Sent: Tuesday, April 30, 2013 12:10 PM
To: 'Jennifer Bennerotte'
Subject: RE: Request for Estimate -- Paper for About Town

Jennifer, Hello! Here you go. The second column is price per thousand.

Description	Price Per CWT	Price Per M(Thousand)
Accent Opaque Smooth		
19 x 28 70# Text 78M	\$70.50 cwt	\$54.99/M
19 x 28 100# Cover 205M	\$76.63 cwt	\$58.82/M
Finch Opaque		
19 x 28 70# Text 78M	\$75.41 cwt	\$154.59/M
19 x 28 100# Cover 205M	\$79.09 cwt	\$62.13/M

Sincerely,

Laura

xpedx Account Executive
Direct: 612.676.9605 Cell: 651.283.5030 Main: 612.781.6611 Fax: 612.781.0641