

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



**To:** Mayor and City Council

**From:** Kaylin Eidsness, Senior Communications Coordinator

**Date:** July 21, 2015

**Subject:** Request for Purchase – “About Town” Text-Weight Paper

**Agenda Item #:** IV. I.

**The Recommended Bid is**

Within Budget

Not Within Budget

**Date Bid Opened or Quote Received:**

July 2-8, 2015

**Bid or Expiration Date:**

**Company:**

Anchor Paper

C.J. Duffey Paper Co.

Lindenmeyr Munroe

Unisource Worldwide, Inc.

**Amount of Quote or Bid:**

\$27,324

\$27,324

\$28,538

\$31,210

**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 estimated to be nearly 10 percent.

Each paper vendor provided an estimate for a Lynx brand paper. Having standardized the magazine at 54 pages, the City will need 506,000 sheets of text-weight paper for the “guts” of the magazine.

The City has purchased the paper in bulk since 2010. Four estimates were received this year. The Communications & Technology Services Department recommends that the City purchase the same paper as used in the past (Lynx text-weight) for \$27,324 from Anchor Paper, the company that will likely provide the cover-weight paper when that is ordered later this year.

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 the magazine’s printer, Jessen Press, in St. Louis Park.