

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



To: Mayor and City Council

From: Kaylin Martin, Senior Communications Coordinator

Date: Aug. 4, 2014

Subject: Request for Purchase -- About Town Paper

Agenda Item #: IV.C.

The Recommended Bid is

Within Budget

Not Within Budget

Date Bid Opened or Quote Received:
July 15-22, 2014

Bid or Expiration Date:

Company:
C.J. Duffey Paper Co.
Anchor Paper

Amount of Quote or Bid:
\$35,049.00
\$35,215.04

Recommended Quote or Bid:
C.J. Duffey Paper Co.

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 and 40,000 sheets of cover-weight paper for the next four issues. However, the minimum quantity of cover-weight paper cut to a custom size is now 50,000 sheets.

The City has purchased the paper in bulk since 2010. Two estimates were received this year. (Unisource and XPEDX did not submit bids for *About Town* paper.) The Communications & Technology Services Department recommends, then, that the City purchase the same paper as used in the past (Lynx text and cover) for \$35,049 from C.J. Duffey Paper Co.

The City has purchased the magazine's paper from C.J. Duffey Paper Co. in the past. Pricing includes the cost of C.J. Duffey Paper Co. storing the paper for the City, with quarterly deliveries to the magazine's printer.