



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

<b>To:</b>	<b>MAYOR AND COUNCIL</b>	<b>Agenda Item No. <u>IV. J.</u></b>
<b>From:</b>	<b>Jennifer L. Bennerotte</b>  <b>Communications &amp; Technology Services Director</b>	
<b>Date:</b>	<b>April 3, 2012</b>	
<b>Subject:</b>	Request for Purchase – <i>About Town</i> Paper	
<b>Date Bid Opened or Quote Received:</b> March 14-20, 2012	<b>Bid or Quote Expiration Date:</b> N/A	
<b><u>Company</u></b>	<b><u>Amount of Quote or Bid</u></b>	
1. Anchor Paper	\$29,415.21	
2. C.J. Duffey Paper Co.	\$32,369.04	
3. XPEDX	\$33,461.58	
<b>RECOMMENDED QUOTE OR BID:</b>		
Anchor Paper	\$29,415.21	
<b>GENERAL INFORMATION:</b>		
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 <i>About Town</i> . The estimated annual savings by purchasing in bulk is nearly \$7,500.		
Each paper vendor provided an estimate for a different brand of paper, but they are industry equivalents. The City has used Anchor Paper in the past for the newsletter paper. Pricing includes the cost of Anchor Paper storing the paper for the City, with quarterly deliveries to the printer of the newsletter.		
Paper was also bought in bulk in 2010. This year's price is more than \$1,500 less than that paid in 2010.		

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Signature

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Communications & Technology Services  
Department

The Recommended Bid is \_\_\_\_\_  
within budget

not within budget

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John Wallin, Finance Director

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Scott Neal, City Manager