

City of Mesquite, Texas

Legislation Details (With Text)

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|----------------------|---|----------------------|---|--------------|--|
| File #: | 19-3976 | Version: | 1 | Name: | Bid No. 2019-018 - Annual Supply of Duplicating Papers |
| Type: | Agenda Item | Status: | | | Passed |
| File created: | 1/22/2019 | In control: | | | City Council |
| On agenda: | 2/4/2019 | Final action: | | | 2/4/2019 |
| Title: | Bid No. 2019-018 - Annual Supply of Duplicating Papers. (Staff recommends award to low bidder Western BRW Paper Company in the amount of \$104,486.58. The term of this contract is for a one-year period with four additional one-year renewal options, subject to annual appropriation of sufficient funds.) | | | | |

Sponsors:

Indexes:

Code sections:

Attachments: 1. 2019-018 Annual Supply of Duplicating Papers Bid Tab-Recommended

| Date | Ver. | Action By | Action | Result |
|----------|------|--------------|----------|--------|
| 2/4/2019 | 1 | City Council | Approved | Pass |

Bid No. 2019-018 - Annual Supply of Duplicating Papers.
 (Staff recommends award to low bidder Western BRW Paper Company in the amount of \$104,486.58. The term of this contract is for a one-year period with four additional one-year renewal options, subject to annual appropriation of sufficient funds.)

Name of Department

Finance/Print Shop

Project/Budgeted Amount

Annual Inventory

Sum of Bid/Bid Amount

\$104,486.58

Bid documents were broadcast to vendors through BidSync electronic bidding system, posted on the City's website and an Advertisement for Bid notice was published in the Daily Commercial Record newspaper. A total of two bid responses were received.

This bid provides various types of paper for department purposes and use. These uses include general copy and printing, newsletters, stock forms for office supplies and card stock for invitations, as well as City letterhead for letters and communications. Western BRW Paper Company is the current vendor, provides excellent service and meets bid specifications. The term of this contract is for a one-year period with four additional one-year renewal options. The award amount of \$104,486.58 is a 5.4 percent per year increase compared to the previous bid award.

Recommended/Desired Action

Staff recommends award to low bidder Western BRW Paper Company.

Attachment(s)

Bid Tabulation

Drafter

Ryan Williams

Head of Department

Debbie Mol