



City of San Antonio Contract Summary Sheet

Date: 12/11/14
Agenda Item: 14-2844

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| Name/Title (Caption as shown on agenda): Annual Contract for Copier and Printer Paper 6100004904 CE | |
| Brief Description of Item(s) and Use: This contract will provide the Finance Department, Print & Mail Operations, with a contractor to provide a continuous supply of a variety of copier and printer paper for use at the print shop to handle citywide printing job orders in a timely and cost effective manner. | |
| Total \$: | \$48,000.00 annually |
| Contract Period: | Upon award through December 31, 2017 with two, one year renewal options |
| Method of Procurement: | Competitive (2 bids received) |
| Price Trend: | New Contract |
| Contract Info: | Formal ___ Annual <u>X</u> Support/Maintenance ___ Lease ___ |
| Recommended Contractor(s): | Western BRW Paper, 6301 E. Stassney Lane, Building 9, Suite 200, Austin, TX 78744 (Non-Local) |
| Previous Contractor(s): | N/A |
| Comments: | N/A |
| Anticipated Future Requirements and Action: | N/A |
| Procurement Alternative: | Should this contract not be approved, Finance Department will be required to secure paper on an as needed basis, wherein increased costs due to non-contract buying could be realized as well as delays in print project completion. |
| Using Department (s): | Finance |