



# City of San Antonio

## Contract Summary Sheet

Date: 5/14/15  
Agenda Item: 15-2495

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| <b>Name/Title (Caption as shown on agenda):</b><br>Annual Contract for Copier Paper and Card Stock 6100005595 VF   |  |
| <b>Brief Description of Item(s) and Use:</b><br>This contract will provide the City with the purchase and delivery of letter and legal-sized copier or multi-purpose paper as well as report or presentation cover card stock utilized by departments City-wide for various printing requirements. |  |
| <b>Total \$:</b>   | \$207,000.00 annually  |
| <b>Contract Period:</b>  | Upon award through June 30, 2018 with a one year renewal option  |
| <b>Method of Procurement:</b>  | Competitive (2 bids received)  |
| <b>Price Trend:</b>  | 30% decrease due to buying directly from a paper supplier  |
| <b>Contract Info:</b>  | Formal ____ Annual <u>X</u> Support/Maintenance ____ Lease ____  |
| <b>Recommended Contractor(s):</b>  | Clampitt Paper Company, 3550 Ridgeside Drive, San Antonio, TX 78217 (LOCAL)  |
| <b>Previous Contractor(s):</b>   | Staples Contract & Commercial, Inc., operating as Staples Advantage, 500 Staples Drive, Framingham, MA 01702   |
| <b>Comments:</b>   | N/A  |
| <b>Anticipated Future Requirements and Action:</b>   | N/A  |
| <b>Procurement Alternative:</b>  | Should this contract not be approved, the City would be required to purchase paper and card stock as need arises which may result in an increased cost per order and may negatively affect delivery times as well. Establishing a fixed price contract will secure volume discounts and will allow price adjustments which will be based on increases and decreases to the Producer Price Index. |
| <b>Using Department (s):</b>   | City Wide  |