



City of San Antonio

Contract Summary Sheet

Date: 5/9/2019
Agenda Item: 19-2863

Name/Title (Caption as shown on agenda): Annual Contract for Copier Paper and Card Stock 6100011187 VF	
Brief Description of Item(s) and Use: This contract will provide the City with the purchase and delivery of various sized recycled multi-purpose paper as well as report or presentation cover card stock utilized by departments City-wide for various printing requirements.	
Total \$:	\$236,000.00 annually
Contract Period:	July 1, 2019 through September 30, 2021 with one, one year renewal option
Method of Procurement:	Competitive (2 bids received)
Price Trend:	8% increase due to increase in pulp processing for recycled paper
Contract Info:	Formal ____ Annual <u>X</u> Support/Maintenance ____ Lease ____
Recommended Contractor(s):	Clampitt Paper Company, 3550 Ridgeside Drive, San Antonio, TX 78217 (Non-Local) Lines 1a.1, 1b.1, 1b.3, 1b.4, 2a - all, 2b - all, 3a.1, 3a.2, 3a.3, 3a.4, 4a – all Western BRW - Bosworth, 6301 E. Stasney Ln, Bldg 9, Suite 200, Austin, TX 78744 (Non-Local) Lines 1.b.2, 1c - all
Previous Contractor(s):	Clampitt Paper Company, 3550 Ridgeside Drive, San Antonio, TX 78217
Comments:	Deleted: Lines 1a.2, 1a.3, 3a.5; no bids received
Anticipated Future Requirements and Action:	N/A
Procurement Alternative:	Should this contract not be approved, the City would be required to purchase paper and card stock as needs arise which may not only result in increased costs per order but negatively impact delivery times as well. Establishing a fixed price contract secures volume discounts and allows price adjustments to be processed based on the fluctuations of the Producer Price Index.
Using Department (s):	Citywide