



City of San Antonio

Contract Summary Sheet

Date: 10/29/2020
Agenda Item: 20-5356

Name/Title (Caption as shown on agenda): Annual Contract for Copier and Printer Paper 6100012941 JDF	
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 printshop to handle citywide printing job orders in a timely manner.	
Total \$:	\$78,000.00 annually
Contract Period:	Upon award through December 31, 2021, with two, one year renewal options
Method of Procurement:	Competitive (2 bids received)
Price Trend:	15.88% increase in pulp prices
Contract Info:	Formal ___ Annual <u>X</u> Support/Maintenance ___ Lease ___
Recommended Contractor(s):	Clampitt Paper Company, 3550 Ridgeside Drive, San Antonio, TX 78217 Items: 1, 2, & 13 Western BRW-Bosworth dba OVOL USA, 6301 E. Stassney Ln, Bldg 9, Suite 200, Austin, TX 78744 Items: 3, 4, 5, 6, 7, 8, 9, 10, 11 & 12
Previous Contractor(s):	Western BRW-Bosworth dba OVOL USA, 6301 E. Stassney Ln, Bldg 9, Suite 200, Austin, TX 78744
Comments:	
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):	Finance