



## **Envelopes - Requirements Contract - IFB 18-177 (Ordinance S-44646)**

Request to authorize the City Manager, or his designee, to enter into a contract with Southland Envelope Company to purchase various envelopes for the City Clerk, Municipal Court, and Police departments. Further request authorization for the City Controller to disburse all funds related to this item. The aggregate contract value will not exceed \$246,145 over a period of five years.

### **Summary**

The contract will provide standard mailing envelopes and specialty printed envelopes for the City Clerk, Municipal Court, and Police departments. The City Clerk Department prints envelopes for various departments which are used to mail correspondence, invoices, and statements to City of Phoenix residents and vendors. Additionally, the contract also will provide for printed envelopes, such as parking violation envelopes, citizen mail-in response envelopes, and self-addressed court payment plan envelopes.

### **Procurement Information**

IFB 18-177 was conducted in accordance with Administrative Regulation 3.10. There were four offers received by the Procurement Division on March 9, 2018. Following are the three lowest-priced offers received.

Southland Envelope Company: \$49,229.31

Desert Paper & Envelope Company Inc.: \$58,036.45

Arizona Envelope Company: \$71,572.20

The Deputy Finance Director recommends that the offer from Southland Envelope Company be accepted as the lowest-priced, responsive and responsible offer.

### **Contract Term**

The five-year contract term will begin on or about June 6, 2018.

### **Financial Impact**

The aggregate contract value will not exceed \$246,145, with an estimated annual expenditure of \$49,229. Funds are available in the City Clerk, Municipal Court, and Police departments' budgets.

**Responsible Department**

This item is submitted by Acting Deputy City Manager Toni Maccarone, Deputy City Manager Karen Peters, Assistant City Manager Milton Dohoney, Jr., and the City Clerk, Municipal Court, and Police departments.