



Staff Summary Report

Council Meeting Date: 06-05-2008

Agenda Item Number: _____

SUBJECT: Request approval of a one-year renewal of a contract with Southwest Business Forms and Commercial Printing for the printing of business forms.

DOCUMENT NAME: 20080605fsta06 **PURCHASES (1004-01)**

SUPPORTING DOCS: No

COMMENTS: (T07-017-01) Total amount not to exceed \$75,000.

PREPARED BY: Tony Allen, Procurement Officer, 480-350-8548

REVIEWED BY: Michael Greene, Central Services Administrator, 480-350-8516
Tom Ryff, Police Chief, 480-350-8214
Mary Anders, Fiscal/Research Administrator, 480-350-8471
Ian Alevizon, Patrol Administration Officer, 480-858-6440

**LEGAL REVIEW AS
TO CONTRACT FORM**

ONLY: N/A

FISCAL NOTE: Sufficient funds have been appropriated in 2210-6753.

RECOMMENDATION: Approve the renewal of the contract.

ADDITIONAL INFO: Council originally approved the award of this contract on August 1, 2006. Staff is requesting that the contract be renewed for an additional year under the available renewal options. The contract is for printing of business forms utilized by the Police Department.