



Staff Summary Report

Council Meeting Date: 08-14-2008

Agenda Item Number: _____

SUBJECT: Request to award a two-year contract with three, one-year renewal options to Premier Graphics for the printing of Tempe Today.

DOCUMENT NAME: 20080814fsta05 PURCHASES (1004-01)

SUPPORTING DOCS: Yes

COMMENTS: (09-010) Total cost for this contract shall not exceed \$65,000 during the initial contract period.

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

REVIEWED BY: Michael Greene, CPM, Central Services Administrator, 480-350-8516
Shelly Hearn, Communication Relations Manager, 480-350-8906
Nikki Ripley, Communications & Media Relations Director, 480-350-8846
Martha Garner, Communication Relations Coordinator, 480-350-8919

**LEGAL REVIEW AS
TO CONTRACT FORM**

ONLY: N/A

FISCAL NOTE: Sufficient funds have been appropriated in 1214-6753.

RECOMMENDATION: Award the contract.

ADDITIONAL INFO: Invitation for Bid 09-010 was issued to establish a contract for the printing of Tempe Today. Fifteen firms responded to the Invitation for Bid. An evaluation committee comprised of Community Relations and Procurement staff reviewed the responses. The committee's recommendation is to award the contract to Premier Graphics, the lowest responsive and responsible bidder.

Vendor's Bid Offer

It is REQUIRED that Bidder COMPLETE, SIGN and SUBMIT the original of this form to the City Procurement Office with the bid response offer. An unsigned "Vendor's Bid Offer", late bid response and/or a materially incomplete response will be considered non-responsive and rejected.

Bidder is to type or legibly write in ink all information required below.

Bidder's Company Name	<u>Premier Graphics, Inc.</u>	
Company Mailing Address	<u>4141 West Clarendon Avenue</u>	
Company Street Address	<u>4141 West Clarendon Avenue</u>	
Bid Offeror Contact	<u>Tami Dobbs</u>	Title <u>President</u>
Contact's Phone No.	<u>602-269-9162</u>	E-mail Address <u>tami@premiergraphics.net</u>
<u>Bidder's Company Tax Information:</u>		
Arizona Transaction Privilege (Sales) Tax No.	<u>07432387-G</u>	or
Arizona Use Tax No.	<u>-</u>	
Federal I.D. No.	<u>86-0606113</u>	
City & State Where Sales Tax is Paid	<u>Phoenix, AZ</u>	

THIS BID IS OFFERED BY

Authorized Bid Offeror (Type or Print in ink) Tamara S. Dobbs

Bid Offeror's Title (Type or Print in ink) President

Date July 1, 2008

REQUIRED SIGNATURE OF AUTHORIZED BID OFFEROR (Must Sign in Ink)

By signing this Bid Offer, Bidder acknowledges acceptance of all terms and conditions contained herein and that prices offered were independently developed without consultation with any other bidder or potential bidder. Failure to sign and return this form with bid response will result in a non-responsive bid response.

Tamara Susan Dobbs July 1, 2008
Signature of Authorized Bid Offeror Date

Form 201-B (IFB)
(H:/IFB 3-2002)

Company Name: Premier Graphics, Inc.

PRICE SHEET

ITEM NO.	DESCRIPTION OF REQUIRED MATERIAL, SERVICE OR CONSTRUCTION	QTY	UNIT	UNIT PRICE	EXTENDED PRICE
1.	Printing of Tempe Today Newsletter	534,000	1K	<u>\$56.1573</u>	<u>\$29,988</u>

* Applicable Tax 8.3 %

* State correct jurisdiction to receive sales tax on the Vendor's Bid Offer, form CS-P201 (B) included in this Invitation for Bid document.

Less prompt payments discount terms of 1 % 1 days/ or Net 30 days. (To apply after receipt and acceptance of an itemized monthly statement.) For bid evaluation purposes, the City cannot utilize pricing discounts based upon payments being made in less than 30 days from receipt of statement.

Ordering and Invoice Instructions

In order to facilitate internal control and accounting, each City Department will order and must be invoiced separately. Monthly invoices must be segregated by City Department number and mailed or delivered directly to the City Customer Department. For most materials, there will be between three - (3) and six - (6) ordering departments. At the time an order is placed, the contractor must obtain the ordering department's cost center numbers for billing purposes. The use of the department's cost center numbers will be in addition to the purchase order number. Once a month, the contractor shall submit a consolidated statement which shall itemize the invoice numbers, invoice date, invoice amounts, and the total amount billed to Accounting. Discount offering will be based upon days from receipt of the consolidated monthly statement. Invoice(s) shall not show previous balances.

Invoices shall include:

1. Listing Of All Delivery/Pickup Receipt Numbers Being Invoiced.
2. Total Cost Per Item.
3. Applicable Tax.
4. Payment Terms.
5. Blanket Purchase Order Number.

Invoices that do not follow the above minimum invoicing requirements will not be paid. Payment must be applied to only invoices referenced on check/payment stub. The City reserves the right to bill contracted vendor for researching invoices that have been paid, but not properly applied by vendor account receivables office.

Statement mailing address: City of Tempe
Accounting (see below for your contact)
P.O. Box 5002
Tempe, Arizona 85280

Accounting Contacts: Cecilia Miller Letters A-C
Ramona Zapien Letters D-O
Penny Brophy Letters P-Z

(H:/IFB 3-2002)

Bid Questionnaire

1. Please state location of facility to print newsletter:

Premier Graphics has two print production facilities located in Phoenix, Arizona. Our main facility is 4141 West Clarendon Avenue and our second production facility is 3602 West Osborn Road.

2. Can you meet the delivery time of each Wednesday before the fourth Thursday of the month by noon? The City of Tempe will not pay for any printings delivered after this deadline.

Yes No If no, please explain.

Premier Graphics has proven our ability to deliver the newsletter on time over the last few years of working with The City of Tempe. We have a wonderful working relationship with The Market Builder as well, so deliveries to your mail house is a pleasure.

3. The City of Tempe **will not** pay for any printings delivered after the deadline in question #2. Please confirm your understanding of this stipulation of this Invitation for Bid.

Yes No

4. Do you have a four color press at the location listed above?

Yes No

How many four color presses?

(2) four + multi color presses

List the manufacture(s) and model number(s) of the four color press or presses you intend to use for this printing:

1) Heidelberg 102 C.D → 6 color + aqueous coating

2) Heidelberg MOF+L → 5 color + aqueous coating

4. Provide within your bid response, samples of similar printing produced by the identified press/presses.

Are samples being provided?

Yes No

5. Can you provide PC, not Macintosh, output?

Yes No

6. List the contact person who will administer this contact:

Tami Dobbs

Phone Number:

602-269-9162

7. List three (3) references of companies to whom you have provided similar product and service.

Company	Contact	Phone Number
1) Free Range Productions	Gary Tarr	602-795-9451
2) UTL, Inc.	Michelle Lawler	623-445-9490
3) Chandler Gilbert Comm. College	Carol Crane	480-732-7004

CELEBRATING 50 YEARS AS A LEADER IN PRINT COMMUNICATIONS!

4141 West Clarendon Avenue
Phoenix, Arizona 85019
P. 602-269-9162
F. 602-278-2873
estimating@premiergraphics.net

ESTIMATE

No. Details to Include with
2008 Sealed Bid
For Printing of Tempe Today

DATE: July 1, 2008

TO: Michael Greene, CPM
Central Services Administrator
City of Tempe

FROM: Tamara S. Dobbs
President

Job Description	Response to IFB 09-010 Printing of Tempe Today
Size	14 x 10 flat
Paper Stock	60# Velvet Book
Artwork	Electronic Artwork Supplied By City of Tempe
Proof	Pictro Color Proof HP Digital Proof folded
Print Colors	4 Color Process on both sides
Bindery Services	Trim, Letter-Fold & Carton Pack
Shipping	Deliver 1500 to City of Tempe Deliver 43,000 to The Market Builder
Quantity and Price	44,500 each month / 534,000 annually \$2,499 monthly / \$29,998 annually

Request for Taxpayer Identification Number and Certification

**Give form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return) PREMIER GRAPHICS, INC.	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶	
	<input checked="" type="checkbox"/> Exempt from backup withholding	
	Address (number, street, and apt. or suite no.) 4141 WEST CLARENDON AVENUE	
City, state, and ZIP code PHOENIX, AZ 85019		
List account number(s) here (optional)		
Requester's name and address (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number								
or								
Employer identification number								
8	6	0	6	0	6	1	1	3

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here	Signature of U.S. person ▶ <i>Amos Roberts</i>	Date ▶ <i>July 1, 2008</i>
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Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,