



**CITY OF FORT LAUDERDALE  
City Commission Agenda Memo  
REGULAR MEETING**

**#14-0999**

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**TO:** Honorable Mayor & Members of the  
Fort Lauderdale City Commission

**FROM:** Lee R. Feldman, ICMA-CM, City Manager

**DATE:** September 3, 2014

**TITLE:** Motion to award a one-year contract for cut paper – Invitation to Bid (ITB)  
752-11464 - \$42,683.54

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**Recommendation**

It is recommended that the City Commission award a one-year contract for the purchase of cut paper and envelopes to the lowest cost, responsive and responsible bidder for items 1-20, 22-27 and 30-35 to Mac Papers, Inc. (Mac) in the estimated annual amount of \$25,103.64; items 21, 29 and 37 to JNNP Investments, Inc. d/b/a Tampa Envelope Manufacturing and Paper Company (Tampa Envelope) in the estimated annual amount of \$17,177.50; and item 28 to Cenveo Corporation (Cenveo) in the estimated annual amount of \$402.40, utilizing the City's contract (Form P-0001) for each, and authorize the City Manager to approve three, one-year renewal options, contingent upon appropriation of funds.

**Background**

The City's print shop and City Hall copy center use a variety of cut paper stock for printing and reproduction services. Paper stocks include various bonds for letterheads and envelopes, heavy cover and coated stocks for postcards, door hangars, flyers, brochures, booklet covers, colored paper and multi-part no carbon required forms.

The ITB was released on July 7<sup>th</sup> and opened on July 29<sup>th</sup> resulting in 5 bids. Mac was the sole bidder on various paper types due to the limited amount of items (small quantity) and delivery requirements.

Tampa Envelope was the lowest bidder on the bulk of the envelopes requested and Cenveo was the lowest bidder on item 28, specialty coin envelopes.

**Resource Impact**

There is no current fiscal year impact to the City. Future expenditures are contingent upon approval and appropriation of the FY 2015 annual budget.

**Strategic Connections:**

This item is a *Press Play Fort Lauderdale Strategic Plan 2018* initiative, included within the Internal Support Cylinder of Excellence, specifically advancing:

- Goal 12: Be a leading government organization, managing resources wisely and sustainably.
- Objective 1: Ensure sound fiscal management.

This item advances the *Fast Forward Fort Lauderdale Vision Plan 2035: We are United*.

**Attachment**

Exhibit 1 – Bid Tabulation 752-11464

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