

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Blueprint and Plotter Supplies

**Manager's Recommendation:**

I recommend that a purchase order be issued to Gwyer Reprographics in the amount of \$5,061.24 for fiscal year 2008-2009 for blueprint and plotter supplies to be used by the Engineering Department.

This vendor meets all requirements of the Contract Compliance Provisions, Title 1, Chapter 14, §14.35-14.44, of the Saginaw Code of Ordinances.

Funds for this purchase are budgeted in the General Fund Engineering Office Supplies Account No. 101-4611-781-73`20

**Justification:**

On June 15, 2004, the City received a single bid for Blueprint and Plotter Supplies to be used by the Engineering Division from July 1, 2004 through June 30, 2005 and July 1, 2005 through June 30, 2006. There was a provision for a third year (July 1, 2006 through June 30, 2007) to hold the second year price and the company complied. The company also held the price for the 2007-2008 fiscal year.

The company was asked if they would honor the current bid prices for an additional year and they have complied with the request and may also hold the price for fiscal year 2009-2010. These supplies are necessary for the operation of the Engineering Division's plotter and blueprint equipment.

**Council Action:**

Council \_\_\_\_\_ moved that the recommendation of the City Manager be approved.