



City of San Antonio

Contract Summary Sheet

Date: 12/02/2021
Agenda Item: 21-3585

Name/Title (Caption as shown on agenda): Annual Contract for Ink and Toner Cartridges 6100013707 VF	
Brief Description of Item(s) and Use: This contract will provide the City with the purchase and delivery of original equipment manufacturer (OEM), remanufactured and compatible ink and toner cartridges for laser, inkjet, or MICR printers. This contract will provide discounted pricing of toner and ink cartridges to be purchased on an as-needed basis by various departments and facilities throughout the City.	
Total \$:	\$560,000.00 annually
Contract Period:	Upon award though April 30, 2023 with two, one-year renewal options
Method of Procurement:	Competitive (9 bids received)
Price Trend:	New contract – no price history available
Contract Info:	Formal <input type="checkbox"/> Annual <input checked="" type="checkbox"/> Support/Maintenance <input type="checkbox"/> Lease <input type="checkbox"/>
Recommended Contractor(s):	<p>Category OEM: Printing Supplies USA LLC, 666 Plainsboro Rd, Suite 1237, Plainsboro, NJ 08536 Items: A - G</p> <p>Category Remanufactured: World Wide Imaging Supplies, 10823 Gulfdale St, San Antonio, TX 78216 Items: A – C and E - G</p> <p>Category Compatible: Central Jersey Office Equipment, 2 Howell Rd, Freehold, NJ 07728 Items: A – C and E - F</p>
Previous Contractor(s):	New contract – no previous history
Comments:	WITHDREW: Printing Supplies USA LLC – bidder withdrew bid from Remanufactured and Compatible categories; bidder did not submit a bid for only remanufactured and compatible cartridges. Instead, bidder submitted a bid with a mixture of remanufactured and compatible ink and toner cartridges for each category.
Anticipated Future Requirements and Action:	N/A
Procurement Alternative:	Should this contract not be approved, departments will have to seek quotes for ink and toner cartridges through a variety of vendors as needs arise thereby overlooking the advantage associated with the City's consolidated purchasing power of procuring through a contract with defined pricing. In addition, establishing a catalog discount contract will secure volume discounts on OEM cartridges between 5 and 32%.
Using Department (s):	Citywide