



**PIMA COUNTY**  
PROCUREMENT DEPARTMENT MEMORANDUM

**Date:** February 10, 2015

**To:** C. H. Huckleberry, County Administrator

**From:** L. G. Widugiris, Procurement Director

**Subject:** Board of Supervisors meeting of February 10, 2015 -  
Consent Calendar – Item Number 17 – Quarterly Contracts Report

*copy to  
Board  
for info  
on questions  
last meeting  
2/13/15*

During the February 10, 2015 Board of Supervisors meeting Supervisor Miller asked about two items shown on the Quarterly Contracts Report and questioned whether they exceeded the Procurement Director's authority.

- Moore Wallace – RR Donnelley Co. MA #15\*93      \$462,835.75

This contract was originally awarded by the Procurement Director on October 17, 2013 for a five year term in the total amount of \$468,145.00 as MA #13\*481. Recently the vendor changed their Customer Tax ID Number and it was necessary to replace the original contract in the AMS System with a new contract, MA #15\*93. At the time of this change \$462,835.75 remained on the previous contract, which is the amount reflected in the report, and which became the total contract amount for the new contract.

- RR Donnelley & Sons Company MA #15\*95      \$344,990.37

This contract was originally awarded by the Procurement Director on March 25, 2013 for a five year term in the total amount of \$568,566.80 as MA #13\*452. Recently the vendor changed their Customer Tax ID Number and it was necessary to replace the original contract in the AMS System with a new contract, MA #15\*95. At the time of this change \$344,990.37 remained on the previous contract, which is the amount reflected in the report, and which became the total contract amount for the new contract.

The report that is used to identify contracts and amendments awarded or signed by the Procurement Director captures all activity which is why the 'new' contracts were reflected.

The original PROCUREMENT DIRECTOR AWARD TRANSMITTAL FORM's are attached for your review. The awards are consistent with the authority granted under Board of Supervisors Policy D29.4.

Note that both contracts are with the same vendor, however the different vendor names reflected in the Quarterly Contracts Report is due to a systems timing issue when the new contracts were created. The AMS system presently specifies the correct name as RR Donnelley & Sons Company.



**PROCUREMENT DIRECTOR AWARD TRANSMITTAL FORM**  
**Restricted For Use By Procurement Department Staff**

**Pimacore (AMS) Contract Information**

Contract Description/Title: Printing Ballots & Early Voting Supplies

AMS Vendor Legal Name: R.R Donnelley dba Moore & Moore

Contract Form: Master Agreement: 13000000000000000481 Contract Type: Materials & Services

Expense/ 5 year Award Amount: \$ 468,145.00 ✓

Effective Begin Date: 04/18/13 Authorization/Award Date: 04/17/2013

Initial Term: Five Years Expiration Date: 04/16/2018 Number of Annual Renewals: 0

Vendor is using a Social Security Number: No

**Solicitation Information (select one/delete others)**

IFB 89170

RQM#: 13000000000000000314

PRCUID #: 89170

Date NORFA Posted: 04/09/13 Requesting (Administering) Pima County Recorder's Office

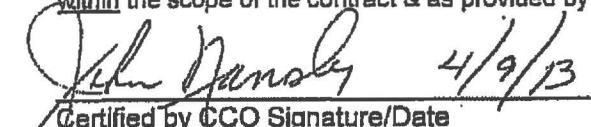
**Description (Attach & List Supporting Documents)**

**Tabulation of Bids**

The Recommendation for Award is made to Low Bid submitted by R.R Donnelley.

The solicitation was conducted as prescribed by Pima County Procurement code 11.12.010 Competitive Sealed Bidding; published and notice of the solicitation was given directly to all vendors registered with Pima County for relevant commodities, researched and identified by the Procurement Contracts Officer, or provided by the Requesting Department of which none were classified as SBE. A total of two (2) responsive bids and two (2) no bids were received by the Procurement Department. No SBE vendors submitted a bid on this solicitation. The low bid by RR Donnelley is 3.7% lower than the current pricing which is five years old. This 3.7% reduction in unit pricing equates to \$17,367.50 savings over the five year term.

The person submitting this request for Award of Contract(s) hereby certifies that the solicitation was conducted in compliance with Pima County Procurement Code, Policy and Procedures and that the resulting agreement is advantageous to the County. The award includes the authority for a Procurement Department Contracts Officer or Buyer to execute the award by issue of the specified contract form and to make subsequent edits/amendments and renewals within the scope of the contract & as provided by this award.

  
John Densley 4/9/13  
Certified by CCO Signature/Date

  
M. Grubbs 4/9/13  
Approved for Processing by Division Manager/Date

  
L.H. Wiegert 04/17/13  
Approved/Awarded by Procurement Director/Date



**PROCUREMENT DIRECTOR AWARD TRANSMITTAL FORM**  
**Restricted For Use By Procurement Department Staff**

**Pimacore (AMS) Contract Information**

Contract Description/Title: Printing & Mailing of Tax and Information Statements

AMS Vendor Legal Name: R.R. Donnelly dba Moore Wallace

Contract Form: Master Agreement: 1300000000000000452 Contract Type: Materials & Services

Expense/ 5 year Award Amount: \$568,566.80 ✓

Effective Begin Date: 04/01/2013 Authorization/Award Date: 03/25/2013

Initial Term: Five Years Expiration Date: 03/31/2018 Number of Annual Renewals: 0

Vendor is using a Social Security Number: No

**Solicitation Information** (select one/delete others)

RFP 81986

RQM#: 1300000000000000256

PRCUID #: 81986

Date NORFA Posted: 03/15/13 Requesting (Administering) Finance Department

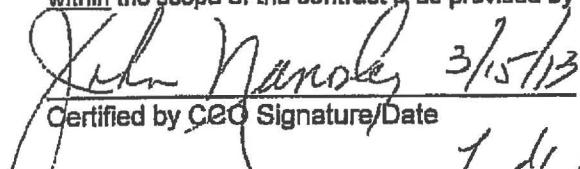
**Description (Attach & List Supporting Documents)**

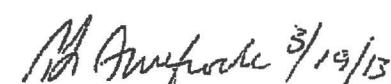
**Tabulation of Evaluators Scoring Summary**

The Recommendation for Award is made to the vendor submitting Most Responsive Proposal: R.R. Donnelly

The solicitation was conducted as prescribed by Pima County Procurement code 11.12.020 Competitive Sealed Proposals; published and notice of the solicitation was given directly to all vendors registered with Pima County for relevant commodities, researched and identified by the Procurement Contracts Officer, or provided by the Requesting Department of which none were classified as SBE. A total of seven (7) responsive bids were received by the Procurement Department. No SBE vendors submitted a bid on this solicitation.

The person submitting this request for Award of Contract(s) hereby certifies that the solicitation was conducted in compliance with Pima County Procurement Code, Policy and Procedures and that the resulting agreement is advantageous to the County. The award includes the authority for a Procurement Department Contracts Officer or Buyer to execute the award by issue of the specified contract form and to make subsequent edits/amendments and renewals within the scope of the contract & as provided by this award.

  
John Nansley 3/15/13  
Certified by CEO Signature/Date

  
M. Amphale 3/19/13  
Approved for Processing by Division Manager/Date

  
L. H. Glavin 03/25/13  
Approved/Awarded by Procurement Director/Date