



Legislation Details (With Text)

**File #:** 2017-673      **Version:** 1      **Name:**

**Type:** Consent      **Status:** Agenda Ready

**File created:** 8/10/2017      **In control:** City Council

**On agenda:** 9/5/2017      **Final action:**

**Title:** CONSIDER AWARD OF SERVICE ORDER FOR THE PRINTING AND MAILING OF THE COMMUNITY SERVICES GUIDE AND CARSON REPORT (CITY COUNCIL)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. VENDOR NOTIFICATIONS RFP P17-07, 2. CONTRACT SERVICE AGREEMENT

Date	Ver.	Action By	Action	Result
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**Report to Mayor and City Council**

Tuesday, September 05, 2017

Consent

**SUBJECT:**

**CONSIDER AWARD OF SERVICE ORDER FOR THE PRINTING AND MAILING OF THE COMMUNITY SERVICES GUIDE AND CARSON REPORT (CITY COUNCIL)**

**I. SUMMARY**

The Purchasing Manager has received a request for the printing of the Community Services Guide and Carson Report. Since the total cost for these services exceeds the amount that the City Manager may approve, the City Council is being asked to approve the award of service order.

**II. RECOMMENDATION**

1. AUTHORIZE award of service order to Advantage Mailing, Inc. for the printing of three (3) issues of the Community Services Guide and Carson Report, mailing preparation and printing overage allowance, for an estimated amount of \$30,825 per year
2. AUTHORIZE the a one (1) year renewal option for the printing of four (4)

issues of the Community Services Guide and Carson Report combination flip book, mail preparation and printing overages in the amount not to exceed \$41,100.

3. AUTHORIZE the Mayor to execute the contract following approval as to form by the City Attorney.

### III. ALTERNATIVES

TAKE any other action the City Council deems appropriate.

### IV. BACKGROUND

On June 15, 2017, proposals were received on Planet Bids for the printing of the Community Services Guide and Carson Report, as described by the City of Carson Request For Proposal No. P17-07. The Community Services Guide is published by the Public Information Office and is used for the upcoming community events, excursions, and public transportation information. The Carson Report, also published by the Public Information Office, is an educational and informational publication for residents of the City of Carson regarding City's issues, programs and services.

Bids were solicited from fifty-three (53) vendors, four (4) of which were Carson vendors. The City Clerk posted the Notice Inviting Bids as required by the Carson Municipal Code. The bid was also published in *Our Weekly* newspaper on May 25, 2017, and posted on the City's website. Attached (Exhibit No. 1) is the list of vendor's solicited. Six (6) responsive bids were received as follows:

#### RESPONSIVE BIDS:

<u>Company</u>	<u>City</u>	<u>Total Price</u>
I Color Printing And Mailing, Inc.	Los Angeles, CA	\$34,596.80
Advantage Mailing, LLC	Anaheim, CA	\$37,363.64
Bleenk Marketing	El Monte, CA	\$45,596.00
PGI - Pacific Graphics Inc.	City of Industry, CA	\$63,507.32
International Print & Packaging	Anaheim, CA	\$76,125.00
A&J Ent.	West Hollywood, CA.	\$84,960.00

The proposals were reviewed by the Purchasing and Public Information Office staff. Staff determined that the proposal received by Advantage Mailing, Inc. was the overall lowest responsible bid, which included the mailing preparation and a one (1) year renewal option. The final amount of the award is based on the total cost of printing three (3) issues of the Community Services Guide and Carson Report, mailing preparation and the printing industry standard of 10% printing overage allowance for a total of \$30,825. The printing and mailing preparation of the Fall issue of the Community Services Guide and Carson Report was processed under the current

vendor, Advantage Mailing, Inc. in the amount of \$9,307.58 to meet the deadline date for this publication. Although I Color Printing & Mailing, Inc. was the lowest bidder, this vendor was disqualified in the past due to poor performance, the inability to meet deadlines and poor communication with Public Information Office staff.

A copy of the City Request For Proposal RFP No. P17-07 is available in the Purchasing Office, and an informational copy has been previously provided to the Mayor and Councilmembers.

## **V. FISCAL IMPACT**

Funds for the printing of the publications are budgeted in FY 2017/18 in the Public Information Division account no. 01-50-540-003-6003.

## **VI. EXHIBITS**

1. Vendor Notifications (pgs. 4 - 8)
2. Agreement for contract services between the City of Carson and Advantage Mailing, Inc. (pgs. 9 - 35)

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