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Title: CONSIDER AMENDMENT OF SERVICE ORDER TO ADVANTAGE MAILING, INC. FOR THE PRINTING AND MAILING OF THE COMMUNITY SERVICES GUIDE AND CARSON REPORT (CITY COUNCIL)

Sponsors:

Indexes:

Code sections:

Attachments: 1. Exhibit No. 1 - Minutes from September 19 2017 City Council Meeting Item No. 17, 2. Exhibit No. 2 - Admendment Form for Contractual Services with Advantage Mailing Inc_

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

Tuesday, September 18, 2018

Consent

SUBJECT:

CONSIDER AMENDMENT OF SERVICE ORDER TO ADVANTAGE MAILING, INC. FOR THE PRINTING AND MAILING OF THE COMMUNITY SERVICES GUIDE AND CARSON REPORT (CITY COUNCIL)

I. SUMMARY

On November 8, 2017, the City and Advantage Mailing, LLC entered into an agreement for contractual services for printing, mailing preparation and messenger service for three quarterly issues (Winter 2017-2018, Spring 2018, and Summer 2018) of the Community Services Guide and Carson Report Combination Flip Book ("Flip Book") for a total contract sum of \$30,825.

The Agreement allowed for the City to renew the Agreement for an additional one (1) year period to provide printing and related services for four (4) quarterly issues of the Flip Book for \$41,100 (Exhibit 1).

The City has since decided to renew the Agreement for an additional one year period of the Flip Book and further update the Scope of Services to increase the size of the Flip book from 48 pages to 52 pages and add a glossy finish to the pages for a total contract sum of \$62,029 for the additional one year of service. The Fall issue has already been printed and prepared pursuant to the term of this Amendment, and the City will print three more issues.

The City Council is being asked to consider amending the contract of Advantage Mailing, Inc. for an additional year with an amendment to add \$62,029 for a total contract sum not to exceed \$92,854 for the two-year contract period.

II. RECOMMENDATION

APPROVE a one-year renewal of service order to Advantage Mailing, Inc. and approve an amendment for \$62,029 to the contract for a total not to exceed \$92,854..

III. ALTERNATIVES

TAKE any other action the City Council deems appropriate.

IV. BACKGROUND

On September 19, 2017, the City Council selected and approved the award of a service order to Advantage Mailing, Inc. for the printing, mail preparation, and messenger service for three (3) issues of the Flip Book and awarded a one-year renewal option for the FY 2018-2019 not to exceed the amount of \$41,100 (Exhibit 1). They also provided the printing, mail preparation and messenger service for several Carson Report Special Editions and most currently the General Municipal Election's Candidate Information and Proposed City Charter Information Pamphlet for the City Clerk's office.

Advantage Mailing, Inc. has produced high quality material and has provided an excellent level of service to the City of Carson during the past four years. Since the vendor exceeds the specification required and has demonstrated exceptional quality and workmanship and since the City Council has pre-approved an extension that is based on performance, the City Council is asked to extend the contract of Advantage Mailing, Inc.

The Community Services Guide and Carson Report is a 52-page combination flip book published by the Public Information Office four times a year. The Carson Report is an educational and informational publication for residents of the City of Carson regarding the City's issues, programs, and services. The Community Services Guide is used to announce upcoming community events, excursions, and public transportation information. The Carson Report is rated highly as a source of information for local news and issues according to the City of Carson Customer Satisfaction Survey.

V. FISCAL IMPACT

Funds for this service are included in the approved FY 2018/19 general fund budget in account number 101-50-540-101-6003.

VI. EXHIBITS

1. Minutes from the September 19, 2017 City Council meeting, #17 (pgs. 3-4).
2. Amendment Form for Contractual Services with Advantage Mailing, Inc. (pgs. 5-14).

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