



Legislation Details (With Text)

File #: 2016-555 **Version:** 1 **Name:**

Type: Consent **Status:** Agenda Ready

File created: 5/4/2016 **In control:** City Council

On agenda: 6/8/2016 **Final action:**

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

Sponsors:

Indexes:

Code sections:

Attachments: 1. Quote from Advantage Mailing, Inc., 2. Exhibit 1 - Unofficial Minutes 5-18-15 Council Mtg. and Original Advantage Mailing Inc Contract.pdf

Date	Ver.	Action By	Action	Result
6/8/2016	1	City Council		

Report to Mayor and City Council

Wednesday, June 08, 2016

Consent

SUBJECT:

CONSIDER ONE YEAR EXTENSION TO, AND AMENDMENT OF, SERVICE CONTRACT WITH ADVANTAGE MAILING, INC. FOR THE PRINTING AND MAILING OF THE COMMUNITY SERVICES GUIDE AND CARSON REPORT (CITY COUNCIL)

I. SUMMARY

On May 18, 2015, the City Council approved the award of a service contract with Advantage Mailing, Inc. in the amount of \$33,952.24, for the printing of four issues (31,000 prints per issue) of the Community Services Guide and Carson Report combination flip book, mailing preparation and messenger service, with a one (1) year renewal option for the same amount, based on performance (Exhibit 1).

Based on quality performance, the City Council is asked to consider extending the contract of Advantage Mailing, Inc. for an additional year for a total of \$36,928.80. This sum is the prior amount of \$33,925.24 for the same services, as well an amendment to add \$2,976.56 to the contract for 3,500 additional prints (for a new total of 34,500 prints) for each of the four (4) issues of the flip book, based on the updated count of residential addresses in Carson as provided by the United Postal Service (Exhibit 2).

II. RECOMMENDATION

APPROVE a one-year renewal of service contract with Advantage Mailing, Inc. (with an amendment for \$2,976.56 to the contract) for a total not-to-exceed amount of \$36,928.80, subject to City Attorney review.

III. ALTERNATIVES

TAKE any other action the City Council deems appropriate.

IV. BACKGROUND

On May 18, 2015, the City Council selected and approved the award of a one year service contract with Advantage Mailing, Inc. in the amount of \$33,925.24, with an option (based on performance) for a one year renewal on the same terms for the same amount.

In July 2015, Advantage Mailing, Inc. started providing service to the City of Carson for the printing, mail preparation, and messenger service for four (4) issues of the Community Services Guide and Carson Report combination flip book totaling 31,000 prints per issue.

The Community Services Guide and Carson Report is a 48-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. The Fall edition of the flip book will be produced in the month of July and set out to be mailed the first week of August, a month before the programs and services for September starts. Advantage Mailing also provided the printing, mail preparation and messenger service for three (3) Carson Report Special Editions for the Measure C Utility Users' Tax Voter Information Guide sent out to all residents.

Advantage Mailing, Inc. has produced high quality material and has provided an excellent level of service to the City of Carson during the past year. The vendor exceeds the specification required and has demonstrated exceptional quality and workmanship. Based on performance, the City Council is asked to extend by one year the contract of Advantage Mailing, Inc., though exercise of the renewal option, for the same services for the same amount of \$33,925.24.

The City Council is also asked to approve an amendment to add \$2,976.56 to the contract for 3,500 additional prints for each of the four (4) issues of the flip book, for a total of 34,500 prints per issue, based on the updated count of residential addresses in Carson as provided by the United Postal Service (Exhibit 2), for a total not-to-exceed amount of \$36,928.80.

V. FISCAL IMPACT

Funds for this service are included in the proposed FY 2016/17 general fund budget in account number 01-50-540-003-6003.

VI. EXHIBITS

1. Unofficial Minutes from the May 18, 2015 City Council meeting and current service contract with Advantage Mailing, Inc. (pgs. 4-7).
2. Quote from Advantage Mailing, Inc. for 3,500 additional copies for each of the four issues of Community Services Guide and Carson Report combination flip book. (pg. 8).

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