



## Legislation Text

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### Report to Mayor and City Council

Tuesday, October 03, 2023

Consent

#### SUBJECT:

**CONSIDER APPROVAL OF AMENDMENT NO. 2 TO CONTRACT SERVICES AGREEMENT WITH ADVANTAGE MAILING, INC. FOR PRINTING AND MAILING SERVICES OF CARSON REPORT AND COMMUNITY SERVICES GUIDE FLIP BOOK**

#### I. SUMMARY

In July 2022, the City Council approved a three-year contract with Advantage Mailing, Inc., to print and mail the Carson Report and Community Services Guide. The initial year of the contract had a cost ceiling of \$100,244.64, in recognition of the escalating inflation.

The City Council is now considering Amendment No. 1 to the contract, which would increase the cost for the subsequent two years to a total of \$193,649.

#### II. RECOMMENDATION

1. **CONSIDER** and **APPROVE** for the second- and third-year Contract Services Agreement with Advantage Mailing, Inc. for the printing and mailing of the Carson Report and Community Services Guide in an amount not to exceed \$193,649 **AND**
2. **AUTHORIZE** the Mayor to execute the Amendment No. 2 after approval as to form by the City Attorney.

#### III. ALTERNATIVES

TAKE any other action the City Council deems appropriate.

#### IV. BACKGROUND

The City Council is considering Amendment No. 2 to the Contract Services Agreement with Advantage Mailing for the production of the Community Services Guide and the Carson Report combined publication. This amendment would increase the cost for the second and

third years of the contract to a not-to-exceed total of \$193,649.

The procurement of this service is authorized by Carson Municipal Code Section 2611(c), which allows the City to select a consultant for professional services based on their demonstrated competence, qualifications, and fair and reasonable pricing.

Advantage Mailing has been the City's contractor for this service for the past eight years. During that time, they have consistently delivered reliable, high-quality service, even during peak workload periods. In the first year of the current contract, Advantage Mailing spent \$96,891.38 on printing and mailing, and the City retained 10% of that amount, resulting in a net cost of \$87,202.24.

## **V. FISCAL IMPACT**

If the City Council approves the proposed amendment, the City will incur an additional cost of \$193,649 for the second and third years of the Contract Services Agreement with Advantage Mailing. This amount is already included in the current fiscal year 2023-2024 under account number 101-52-540-101-6004- within the Public Information Division.

### **VI. EXHIBITS**

1. Amendment No.1 Contract Services between the City of Carson and Advantage Mailing, Inc. (pgs. 3-34)
2. Amendment No.2 Contract Services between the City of Carson and Advantage Mailing, Inc. (pgs. 35-40)
3. Advantage Mailing, Inc. Proposed Rates for printing and mailing of Carson Report and Community Services Guide for Winter Edition 2023 thru Summer Edition 2025. (pgs. 41-43)

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