



# City Council Report

**Date:** June 26, 2017  
**To:** City Council  
**Through:** Michael Kennington, Chief Financial Officer  
**From:** Edward Quedens, MPA, C.P.M., CPPO, Business Services Director  
Matt Bauer, MBA, CPPO, CPPB, CPSM, Procurement Administrator  
**Subject:** Three-Year Term Contract for Printing and Mailing of Election Publicity Pamphlets for the City Clerk's Office **(Citywide)**

## Purpose and Recommendation

Council is requested to approve the Term Contract for Printing and Mailing of Election Publicity Pamphlets as recommended. A committee representing the City Clerk's Office and Purchasing evaluated responses.

The evaluation committee recommends awarding the contract to the highest scored proposal from Century Graphics, Inc. at \$40,000.00 annually, based on estimated requirements.

## Background / Discussion

This contract provides printing and mailing services for the City's election publicity pamphlets. These services will be needed for the City's next General Election to be held on November 6, 2018, as well as any special elections the City Council may call. Publicity pamphlets are distributed to all Mesa households with registered voters.

Staff from the City Clerk's Office evaluated the proposals based on the evaluation criteria as stated in the solicitation. The highest scored proposal, Century Graphics, Inc. is being recommended for award. Century Graphics, Inc. proposal is also the lowest cost proposal. The evaluation committee unanimously agreed on the recommendation.

## Alternatives

Council may choose not to authorize the contract and new responses will be solicited.

## Fiscal Impact

The annual contract amount is available in the City Clerk's Office operating budget.

## Coordinated With

City Clerk's Office and Purchasing

## **PURCHASING INFORMATION**

Action: Initial Award

Procurement Type: Request for Proposals

Solicitation Number: 2017146

Vendors Registered: ProcureAZ (642) and Vendor Self Service (70)

Advertising: Arizona Republic, Bid Net, ProcureAZ and Purchasing Website

Downloads: 73

Responses: 5 (1 non-responsive)

Local Consideration: Not applicable as there were no Mesa responses.

Protests Received: None

Initial Contract Term: Three years

Possible Renewals: Two, one-year renewals subject to future Council consideration

Prices: Future price increases are capped by the Producer Price Index

Pricing Available to Other Cooperative Agencies: Yes

### **April 6, 2017 Proposals Received**

Century Graphics, Inc. – Phoenix, AZ

Cereus Graphics, Inc. – Phoenix, AZ

Courier Graphics – Phoenix, AZ

Runbeck Election Services, Inc. – Tempe, AZ

### **Non-responsive**

KSJV2 dba McPrint Direct – Orange, CA

Did not meet the requirement to have a facility in the Phoenix metro area.

### **Proposal Scoring Results**

Element / Maximum Points	Century Graphics, Inc. (Recommended)	Cereus Graphics, Inc.	Courier Graphics	Runbeck Election Services, Inc.
Firm's Proposed Solution / 300	300.00	150	233.67	283.33
Firm's Qualifications & Experience / 400	400.00	183.33	200	316.67
Firm's Proposed Pricing / 300	51.10	28.26	300	40.67
Total Points / 1,000	<u>751.1</u>	361.59	733.67	640.67

**AWARD RECOMMENDATION**

***Century Graphics, Inc.***

**Phoenix, AZ**

Description
<p>Printing and Mailing of Election Publicity Pamphlets per Agreement No. 2017146; Exhibits – Scope of Work, Pricing, Mesa Standard Terms and Conditions; Other Exhibits; Solicitation including any addenda; and Contractor Response</p> <p><b>Annual Contract Amount: <u>\$40,000.00</u></b></p>