



# City Council Report

**Date:** October 17, 2022  
**To:** City Council  
**Through:** Michael Kennington, Deputy City Manager/Chief Financial Officer  
**From:** Edward Quedens, Business Services Director  
Kristy Garcia, Procurement Administrator  
**Subject:** Dollar Limit Increase to the Three-Year Term Contract with Two Years of Renewal Options for Printing and Mailing of Publicity Pamphlets for the City Clerk's Office **(Citywide)**

## Recommendation

Council is requested to approve the amendment as recommended.

The City Clerk's Office and Purchasing recommend increasing the dollar limit with Cereus Graphics, Inc., Years 1 through 3 by \$102,000, from \$60,000 to \$162,000 annually, with an annual increase allowance of up to 5% or the adjusted Consumer Price Index.

## Background / Discussion

The City Clerk's Office uses an outside vendor for the printing and mailing of election publicity pamphlets. Their services were provided for the City's General Election held on November 8, 2022.

On 6/6/2022, Council awarded this Term Contract to Cereus Graphics, Inc. at \$60,000 annually. The General Election printing and mailing costs were significantly more than estimated. There were more pages in the pamphlet than originally expected and it was less expensive to have the vendor mail the pamphlets than being mailed by the City. In addition to the increased cost of these planned expenses, unexpected costs were incurred due to the late mailing of the pamphlets. An increase is needed for these additional expenses. City Clerk's Office anticipates receiving some of the added expenses back from the contractor.

## Purchase Information

Action: Amendment  
Procurement Type: Request for Proposals  
Contract Number: 2022180  
Initial Contract Term: Three Years  
Possible Renewals: Up to a maximum of two years subject to Administrative review and approval  
Funding Source: City Clerk's Office operating budget

## Dollar Limit History

Original Council Award – 6/6/2022:	\$60,000.00
Dollar Limit Increase Request – 10/17/2022:	<u>\$102,000.00</u>
New Contract Value (Years 1, 2 and 3):	<u>\$162,000.00</u>
Annual Renewal Options (Years 4 and 5) Upon Approval:	<u>\$162,000.00</u>