



City Council Report

Date: November 19, 2018
To: City Council
Through: Michael Kennington, Chief Financial Officer
From: Edward Quedens, Business Services Director
Matt Bauer, Procurement Administrator
Subject: Dollar Limit Increase to the Term Contract for Printing and Mailing of Election Publicity Pamphlets for the City Clerk's Office **(Citywide)**

Recommendation

Council is requested to approve the contract amendment as recommended.

The City Clerk's Office and Purchasing recommend increasing the dollar limit with Century Graphics, Inc. by \$30,000, from \$40,000 to \$70,000 for year 2 of the initial three-year term contract.

Background I Discussion

This contract provides printing and mailing services for the City's election publicity pamphlets. These services are used for the City's General Election as well as any special elections the City Council may call. Publicity pamphlets are distributed to all Mesa households with registered voters.

Century Graphics printed and mailed the publicity pamphlets for the City's General Election held on November 6, 2018. This Election had several ballot questions and the pamphlet ended up being the largest one the City has produced.

Century Graphics invoiced the City for the total amount of \$68,530.25. The amount exceeds the contract's upper-limit threshold of \$40,000. The increase is needed to process payment for the Election's publicity pamphlet expenses.

Purchase Information

Action: Amendment
Procurement Type: Request for Proposals
Contract Number: 2017146
Initial Contract Term: Three years
Possible Renewals: Two, one-year renewals subject to Council review and approval
Funding Source: City Clerk Department operating budget
Original Council Award Date: 6/26/2017

Dollar Limit History

Original Award Amount (Years 1, 2 and 3):	\$40,000.00
Increase request 11/19/2018:	\$30,000.00
New Annual Contract Amount (Year 2)	<u>\$70,000.00</u>