



# City Council Report

**Date:** April 16, 2018  
**To:** City Council  
**Through:** Michael Kennington, Chief Financial Officer  
**From:** Edward Quedens, Business Services Director  
Matt Bauer, Procurement Administrator  
**Subject:** One-Year Renewal to the Term Contract for Commercial Printing for the Business Services Department **(Citywide)**

## Recommendation

Council is requested to approve the contract renewal as recommended.

The Business Services Department and Purchasing recommend authorizing the renewal contract with Di-Mor Business Forms, Inc., at \$40,300.00, based on estimated usage.

## Background

Business Services - Print Services provides essential and cost-effective printing services to all City Departments to support their programs. Print Services will use this contract for the print projects that they do not have the proper equipment for, or it is not economically possible. Di-Mor provides services for these categories: Group A - Booklets, Group B - Brochures, Group C - Openline Newsletter and Utility Bill Inserts and Group D – Other Custom Printing.

The vendor agreed to renew the contract under the same terms, conditions and current pricing. The City has been satisfied with the vendor's performance. This contract continues to be advantageous to the City and it is in the City's best interest to renew the contract.

## Purchase Information

Action: Renewal (1<sup>st</sup> of 2 possible)  
Procurement Type: Request for Proposals  
Contract Number: 2015140  
Responses Received: 8  
Original Council Approval Date: 5/18/2015  
Initial Contract Term: Three years  
Funding Source: The purchase is funded in the Business Services - Mail, Print and Materials operating budget