



City Council Report

Date: June 6, 2022
To: City Council
Through: Michael Kennington, Deputy City Manager/Chief Financial Officer
From: Edward Quedens, Business Services Director
Kristy Garcia, Procurement Administrator
Subject: 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 award 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 Cereus Graphics, Inc. at \$60,000 annually, with an annual increase allowance of up to 5% or the adjusted Producer Price Index.

Background / Discussion

The City Clerk's Office uses an outside vendor for the printing and mailing of election publicity pamphlets. These services will be needed for the City's General Election that will be held November 8, 2022. In that election, the City may refer issues to the voters for consideration and any District run-off election. This contract will then be in place for any further elections during the term.

The City solicited Request for Proposals and received two proposal responses of which both met the minimum qualifications. The evaluation committee evaluated and scored the proposals relative to the scoring criteria in the solicitation. Based on the evaluation results, the committee recommends award to the highest scored respondent, Cereus Graphics, Inc.

Purchase Information

Action: Award
Procurement Type: Request for Proposals
Contract Number: 2022180
Local Consideration: Policy did not apply to this procurement method
Protests Received: None
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

Proposal Responses and Final Scoring

Respondent	Total Points Possible / 1,000
Cereus Graphics, Inc. – Phoenix, AZ (Recommended)	<u>991.57</u>
Billy E. Hancock dba, F&B Graphics – Seattle, WA	660.99