



City Council Report

Date: November 7, 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 Utility Bill Envelopes for the Business Services Department **(Citywide)**

Recommendation

Council is requested to approve the award as recommended.

A committee representing the Business Services Department and Purchasing evaluated responses. The evaluation committee recommends awarding the contract to the five, highest scored proposals from Cereus Graphics, Inc.; Courier Graphics Corporation; Response Envelope, Inc.; Southland Envelope Company, Inc.; and The Masters Touch, LLC; at \$65,160.00 annually, with an annual increase allowance of up to 5% or the adjusted Producer Price Index.

Background / Discussion

This contract will provide pre-qualified vendors to supply #10 and #9 utility bill envelopes on an as-needed basis. The envelopes are used to mail utility bill statements to City Utility customers. The City will request quotes from each eligible awarded vendor and award the project(s) to the lowest cost and most responsible bidder for each job.

The City solicited Request for Proposals and received six (6) proposal responses of which all vendors met the minimum qualifications. The evaluation committee evaluated and scored the proposals relative to the scoring criteria in the solicitation. Award is recommended to the five (5) highest-scored vendors based on meeting the minimum qualifications and if they provided the City with the materials in the solicitation. One of the vendors (RR Donnelley & Sons Company, Inc.) did not provide an envelope option the City was comfortable with and was not recommended for award.

Purchase Information

Action: Award
Procurement Type: Request for Proposals
Contract Number: 2023038
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: Business Services Department – Print Services operating budget

Proposal Responses

Cereus Graphics, Inc. - Phoenix, AZ

Courier Graphics Corporation - Phoenix, AZ

Response Envelope, Inc. - Ontario, CA

RR Donnelley & Sons Company - Chicago, IL

Southland Envelope Company, Inc. - Lakeside, CA

The Masters Touch, LLC - Spokane, WA

Proposal Responses and Final Scoring

Respondent	Total Points Possible / 100
Cereus Graphics, Inc. (Recommended – Pre-Qualified Vendor)	<u>100.00</u>
The Masters Touch, LLC (Recommended – Pre-Qualified Vendor)	<u>83.33</u>
Southland Envelope Company, Inc. (Recommended – Pre-Qualified Vendor)	<u>76.66</u>
Response Envelope, Inc. (Recommended – Pre-Qualified Vendor)	<u>63.34</u>
Courier Graphics Corporation (Recommended – Pre-Qualified Vendor)	<u>53.34</u>
RR Donnelley & Sons Company	48.33