



CITY OF POMONA

COUNCIL REPORT

June 21, 2021

To: Honorable Mayor and Members of the City Council

From: James Makshanoff, City Manager

Submitted By: Andrew Mowbray, Finance Director/City Treasurer

**SUBJECT: AWARD OF CONTRACT TO US PRINTING FOR CITYWIDE
PRINTING SERVICES**

RECOMMENDATION:

It is recommended that the City Council take the following actions:

- 1) Approve the award of three (3) year contract for Citywide Printing Services with an option to renew for two (2) additional years, not to exceed five (5) years to US Printing;
- 2) Authorize the City Manager to execute a three-year agreement with two one-year renewal options with US Printing to provide Citywide Printing Services.

EXECUTIVE SUMMARY:

Award of a citywide printing services to US Printing for a three year period with two annual extension options to allow US Printing to conduct as-needed printing services for City Departments.

FISCAL IMPACT:

Funding is appropriated into respective Department operating budgets each fiscal year for annual printing services expenditures. Citywide annual expenditures shall not exceed the adopted budget appropriations. In FY 2019-20 the Citywide Printing costs totaled \$136,980 and to date in FY 2021-22 citywide printing costs total \$109,035. The eight print jobs chosen to rank the bids are typical jobs that Departments request annually. The cost of these projects was based on a one time print job for seven of the projects and the printing of one three times a year. The cost of these 8 projects through US Printing would amount to \$4,722.

PUBLIC NOTICING REQUIREMENTS:

In accordance with Section 2-993.1 (4)a of the City's Purchasing Ordinance, a public notice inviting bids was posted on the City's website on May 4, 2021 and bids were opened on June 3, 2021.

PREVIOUS RELATED ACTION: On March 21, 2011, the City Council approved an award of Citywide Printing Services to U.S. Printing Services. On July 11, 2016, the City Council approved

an award of Citywide Printing Services to U.S. Printing Services. The contract was for three (3) years with two, one (1) year extensions. The current contract expires on June 30, 2021.

DISCUSSION:

Throughout the year, Departments require the printing of business cards, letterhead, envelopes, carbonless forms, and various full-color print media to continue daily operations. Printing services of this type requires a printer that utilizes various offset printing presses and equipment, colored inks, and also offers graphic design services to create and make edits to printed media. Contracting offset printing press services versus utilizing in-house photocopiers is more cost effective when printing larger quantities (1,000-10,000 or more), as well as when high quality full-color printing and ancillary print services are needed. Ancillary print services include, but are not limited to, bulk mail services for citywide mailings and professional graphic design services.

On May 4, 2021, an Invitation for Bid (IFB) No. 2021-17, was issued on the City's electronic bidding platform. The solicitation notified 82 potential bidders, of which 25 potential bidders downloaded the IFB, resulting in the City receiving seven (7) submissions. Two (2) of the seven (7) submissions were invalidated because they were submitted before an amendment was issued and the bidders never resubmitted their bids. The remaining five (5) bidders proposals were evaluated to determine the lowest responsive and responsible bidder based on a set of 8 typical city requested print jobs. These 8 typical jobs include, but are not limited to printing of general city business cards, city council and department director business cards, letterhead, envelopes, carbonless forms, annual cost for recreation program & service guide, annual housing report printing & mailing of the report and consumer confidence report printing.

Bidder	Grand Total
US Printing	\$ 4,722.00
Complete Print Shop	\$ 9,435.00
Hodgman Enterprises	\$10,866.40
Yamitaria, Inc.	\$11,724.07
PSA Printing & Mail Services	\$13,070.00

Therefore, it is recommended that the City Council (Council) award the bid to US Printing for a term of three (3) years with two (2), one (1) year options.

COUNCIL PRIORITIES & GOALS:

This item supports the 2019-2020 City Council Priority 1: Fiscal and Operational Responsibility – Take actions to ensure the fiscal sustainability of the City and make operational decisions that align with the City's core values and priorities.

Prepared by:

Ed Segura
Purchasing Manager