



City Council Regular Meeting AGENDA ITEM

NUMBER: 27

SUBJECT:

Awarding of Bid Number B-1722 for Annual Printing of Utility Bills, Envelopes and Printing of Utility Bills and Envelopes Services Agreement with American Printing for a Three-Year Term with an Option to Renew for Two One-Year Periods at the Discretion of the City Manager for a Total Amount Not to Exceed \$564,850 (\$112,970 Annually for Five Years), and Authorization for City Manager or Her Designee to Renew the Agreement for Two One-Year Periods. (Citywide) (For Possible Action; Recommendation – Award, Approve, and Authorize)

REQUESTED BY:

Joemel Llamado, Director of Utilities

WARD:

(Citywide)

RECOMMENDATION OR RECOMMEND MOTION:

It is recommended that the City Council Award Bid Number B-1722 to American Printing, approve the Printing of Utility Bills and Envelopes Services Agreement with American Printing, and authorize the City Manager or her designee to renew the agreement for two additional one-year periods.

FISCAL IMPACT:

Amount: Total \$564,850 (FY 24/25 \$112,970; FY 25/26 \$112,970; FY 26/27 \$112,970, and two extensions per year for \$112,970 each year)

Explanation: Utilities Enterprise Fund

ACCOUNT NUMBER:

610-600333-430612

STAFF COMMENTS AND BACKGROUND INFORMATION:

In response to Bid B-1722 for annual printing of utility bills and envelopes, the City received five bids at the public bid opening held on April 15, 2024. American Printing was the lowest responsive and responsible respondent. On May 01, 2024 the City recommended American Printing for the award of Bid B-1722 for the monthly printing of utility bills and envelopes for a three-year term with the option to renew the term for up to two additional one-year periods.

The City preprints the back of the utility bill and prints the City logo on the front of the bill. The City uses about 85,000 bills and 170,000 envelopes each month. The Envelopes and Printing of Utility Bills and Envelopes Services Agreement provides for the printing of the static portion of the bills along with the envelopes.

CIP No.

Related Item:

LIST CITY COUNCIL GOAL(S): Quality Municipal Services, Responsible Fiscal Management

| | | |
|---------------------------------------|----------------------------------|---------------|
| PREPARED BY: | Respectfully Submitted | MEETING DATE: |
| Joemel Llamado, Director of Utilities | Micaela R. Moore City Manager | July 3, 2024 |