



Midpeninsula Regional  
Open Space District

R-13-54  
Meeting 13-12  
May 22, 2013

## AGENDA ITEM 5

### AGENDA ITEM

Authorization to Extend the Contract with Patsons Press for Printing Services for Fiscal Year 2013-14

### GENERAL MANAGER'S RECOMMENDATION

Authorize the General Manager to extend the contract for printing services with Patsons Press for Fiscal Year (FY) 2013-2014, adding \$10,196 to the contract for this additional year of services, for a total amount not to exceed \$116,371.

### SUMMARY

The Public Affairs Department conducts a competitive proposal process for Midpeninsula Regional Open Space District (District) printing services every three years (The District also contracts for related graphic design and mailing services as part of the same services contract cycle). Staff conducted a competitive proposal process in 2011 for FY2011-12, which provided the option to extend the contracts through FY2012-13 and FY2013-14 as long as contractor performance continued to meet District needs and standards. FY2013-14 is the third and final year of the three year current printing services contract. After this year, the competitive proposal process will need to be conducted again prior to any extension.

### DISCUSSION

At its March 23, 2011 meeting (see Report R-11-38), the Board authorized the General Manager to contract with Patsons Press of Sunnyvale for an amount not to exceed \$116,371. The printing services contract with Patsons Press was approved after a competitive proposal process in 2011, which provided the option to extend the contract through FY2012-13 and FY2013-14 subject to further Board approval. At its March 28, 2012 meeting (see Report R-12-21), the Board authorized the General Manager to extend the contract with Patsons Press of Sunnyvale for an amount not to exceed \$106,175.

Staff has worked with Patsons Press over the last year and in previous fiscal years and is satisfied with their services and the value provided. Patsons Press has delivered a high level of customer service and response to urgent service needs in a timely manner. The Patsons Press printing services contract amount, if approved, will increase from the current FY2012-13 contract by

\$10,196, but will be equal to that approved in FY2011-12. The increase (back to the prior year amount) is due to the need for printing materials for community outreach as well as newly created brochures.

Given the District's excellent overall experience with the quality and professional services provided by Patsons Press, staff recommends the District extend the contract with Patsons Press for FY2013-14 for printing services for an amount not to exceed \$116,371.

**FISCAL IMPACT**

Funding for the printing services contract has been included predominantly in the Public Affairs department budget, and in other District departments, as needed, for special projects, District stationery, etc. Final adoption of the proposed FY2013-14 District budget by the Board at its March 13, 2013 meeting authorized \$113,250 in the Public Affairs department budget and \$3,121 in other District departments to accomplish the printing projects planned for the current fiscal year.

**BOARD COMMITTEE REVIEW**

Board Committee review of this item is not required.

**PUBLIC NOTICE**

Public notice was provided as required by the Brown Act. No additional notice is required.

**CEQA COMPLIANCE**

This proposed action is not a project under the California Environmental Quality Act (CEQA) and no environmental review is required.

**NEXT STEPS**

Once Board approval is obtained, the printing services contract for FY2013-14 will be executed, and Public Affairs staff will implement on an ongoing basis the printing projects planned for the fiscal year.

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Same as above