



Midpeninsula Regional  
Open Space District

R-13-55  
Meeting 13-12  
May 22, 2013

## AGENDA ITEM 6

### AGENDA ITEM

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

### GENERAL MANAGER'S RECOMMENDATION

A handwritten signature in black ink, appearing to be "J. J. [unclear]".

Authorize the General Manager to extend the contract for mailing services with Patsons Press for Fiscal Year (FY) 2013-2014, adding \$5,370 to the contract, for a total amount not to exceed \$38,000.

### SUMMARY

The District's Public Affairs Department conducts a competitive proposal process for District mailing services every three years (The District also contracts for related graphic design and printing services as part of the same services contract cycle). Mailing services include postage and handling for items such as quarterly newsletters, public invitations, and other special mailings. In 2011, staff conducted a competitive proposal process for mailing services for FY2011-12, which resulted in a contract with Diamond Quality Printing & Mailing Services (Diamond). In 2012, Diamond indicated that they intended to raise the prices for FY2012-13 mailing services if their contract was extended. The District did not extend Diamond's contract and entered into a one-year contract (with an option to extend for an additional year) with Patsons Press based on the price quotes contained in the proposal it submitted to the District in 2011. FY2013-14 is the second and final year of the two year current mailing services contract with Patsons. After this extension, the competitive proposal process will need to be conducted again.

### DISCUSSION

At its March 28, 2012 meeting (see Report R-12-22), the Board authorized the General Manager to contract with Patsons for an amount not to exceed \$32,630. The mailing services contract with Patsons was approved and contained an option to extend the contract through FY2013-14, subject to further Board approval.

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 mailing

services contract amount, if approved, will increase from the past FY2012-13 contract amount by \$5,370. The increase is due to the expected rise in newsletter subscriptions from expanded community outreach as well as other planned mailings.

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 mailing services for an amount not to exceed \$38,000.

### **FISCAL IMPACT**

Funding for the mailing services contract has been included predominantly in the Public Affairs department budget and in other District departments as needed for special projects. Final adoption of the proposed FY2013-14 District budget by the Board at its March 23, 2013 meeting would authorize \$34,000 in the Public Affairs department budget and \$4,000 in other District departments to accomplish the mailing projects planned for the next 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 mailing services contract for FY2013-14 will be executed, and Public Affairs staff will implement on an ongoing basis the mailing projects planned for the fiscal year.

Responsible Department Manager:  
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Prepared by:  
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Contact person:  
Same as above