



Midpeninsula Regional  
Open Space District

R-15-56  
Meeting 15-07  
March 25, 2015

## AGENDA ITEM 6

### AGENDA ITEM

Contract Extension for Mailing Services for FY2015-16

### GENERAL MANAGER'S RECOMMENDATION

Authorize the General Manager to extend the contract for mailing services with Craftsmen Printing for an additional amount not to exceed \$38,000.

### SUMMARY

Given the District's excellent experience with the quality and professional services provided by Craftsmen Printing (Craftsmen) to date, the General Manager recommends executing the District's option to extend the mailing services contract with Craftsmen for an additional year, for an amount not to exceed \$38,000. This one-year option was included as part of the competitive proposal process that led to their selection in 2014. The upcoming FY2015-16 Budget includes sufficient funds for the contract extension.

### DISCUSSION

The Public Affairs Department conducts a competitive proposal process for mailing services every two years to select a firm that is reliable and efficient with mailing projects. A typical mailing project is the labeling, handling, and mailing of the quarterly newsletter, Open Space Views, to approximately 15,000 residents every three months. At times, the District may conduct other large mailings for meeting notifications, special newsletters, etc. A competitive proposal process for mailing services was conducted in 2014 for FY2014-15, which included the option to extend the contract through FY2015-16 as long as contractor performance continued to meet District needs and standards. On April 9, 2014 (see Report R-14-62), the Board authorized the General Manager to contract with Craftsmen for an amount not to exceed \$38,000 for FY2014-15. The District now has the option to extend this contract for a second year through FY2015-16. Over the last year, Craftsmen has delivered a high level of customer service and delivered products in a timely manner. Given the District's excellent experience with the quality of work and professionalism provided by Craftsmen, the General Manager recommends a one-year contract extension for FY2015-16 for an amount not to exceed \$38,000. Prior to the end of this next fiscal year, the competitive proposal process will need to be conducted again.

**FISCAL IMPACT**

Funding for the mailing services contract has been included in the proposed FY2015-16 Public Affairs budget (\$25,000) and in other department budgets (\$13,000) for special projects.

**BOARD COMMITTEE REVIEW**

Board Committee review is not required for this item.

**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**

If approved by the Board, the mailing services contract for FY2015-16 will be executed, and Public Affairs will implement on an ongoing basis the mailing projects planned for the next fiscal year.

Responsible Department Manager:  
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