



Midpeninsula Regional
Open Space District

R-15-57
Meeting 15-07
March 25, 2015

AGENDA ITEM 7

AGENDA ITEM

Contract Extension for Printing Services for FY2015-16

GENERAL MANAGER'S RECOMMENDATION

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

Authorize the General Manager to extend a contract for printing services with Craftsmen Printing for an additional amount not to exceed \$110,850.

SUMMARY

Given the District's excellent experience with the quality and professional services provided by Craftsmen Printing (Craftsmen) over the past year, the General Manager recommends executing the District's option to extend the printing services contract with Craftsmen for an additional year, for an amount not to exceed \$110,850. 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 District printing services every two years to select a firm that produces high quality and environmental friendly products at a good value. Although the District emphasizes the green practice of using electronic communication and recycling maps and brochures, certain items do require paper use. Examples of the publications printed by Craftsmen include the following: the quarterly newsletter, Open Space Views, brochures, maps, postcards, letterhead, and business cards.

A competitive proposal process was conducted in 2014 for FY2014-15, which included the option to extend the contracts through FY2015-16 as long as contractor performance continued to meet District needs and standards. On April 9, 2014 (see Report R-14-63), the Board authorized the General Manager to contract with Craftsmen for an amount not to exceed \$110,850 for FY2014-15. The District now has the option to extend this contract for a second year through FY2015-16. Based on experience working with Craftsmen over the past year, Craftsmen has continued to provide high-quality products at a good value. Given that Craftsmen has delivered a high level of customer service and continues to meet District needs and standards, the General Manager recommends a one-year extension of the contract for FY2015-16

for an amount not to exceed \$110,850. Prior to the end of this next fiscal year, the competitive proposal process will need to be conducted again.

FISCAL IMPACT

Funding for the printing services contract has been included in the proposed FY2015-16 Public Affairs budget.

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 printing services contract for FY2015-16 will be executed, and Public Affairs will implement on an ongoing basis the printing projects planned for the upcoming fiscal year.

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