



Midpeninsula Regional
Open Space District

R-17-140
Meeting 17-31
December 13, 2017

AGENDA ITEM 5

AGENDA ITEM

Contract Renewals for Printing and Mailing Services

GENERAL MANAGER'S RECOMMENDATION

Authorize the General Manager to renew the contracts for printing and mailing services with Patsons Press and Dakota Press for amounts not-to-exceed \$150,000 (each) through the end of Fiscal Year 2018-2019.

SUMMARY

The Public Affairs Department conducts a competitive proposal process for District printing services every three years. The District's printed products include the Views quarterly newsletter, brochures, maps, postcards, letterhead, business cards, and other special printing projects. Although the District emphasizes the green practice of using electronic communication and recycling maps and brochures, certain items do require paper use. Staff conducted a competitive proposal process in 2016 for Fiscal Year (FY) 2016-17, which included the option to renew the contracts for two additional years as long as contractor performance continues to meet District needs and standards. Funds for the recommended contracts are included in the FY2017-18 Budget. Funds for subsequent fiscal years would be included in future budgets.

DISCUSSION

At its July 13, 2016 meeting (see Report R-16-86), the Board authorized the General Manager to contract with Patsons Press (Patsons) of Santa Clara, Dakota Press (Dakota) of San Leandro, and ImageX of Pleasanton for an amount not-to-exceed \$150,000 (each). Public Affairs does not anticipate spending the entire amount of the contracts, but the higher contract amounts will provide flexibility in ensuring the District is receiving the best quality for the lowest price. Staff has worked with Patsons Press and Dakota Press over the last year and is satisfied with their services and the value provided. Both firms have delivered a high level of customer service and continue to meet District needs and standards. Staff recommends renewing the contracts with Patsons and Dakota for printing and mailing services for an amount not-to-exceed \$150,000 (each) through the end of FY2018-19. During the past year, ImageX has provided quotes on multiple District projects and staff has not found them to be comparable in cost and quality than other two firms. Staff does not recommend renewing the contract with ImageX at this time.

FISCAL IMPACT

There are sufficient funds in the FY2017-18 budget to cover the cost of expected printing and mailing projects completed through June 30. Subsequent fiscal year budgets would include additional allocations to fund the remaining work under each contract.

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

Pending Board approval, the General Manager will execute the printing and mailing services contract renewals, and Public Affairs staff will implement on an ongoing basis the printing projects planned for the contract timeline.

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