



Legislation Text

File #: 2018-5341, **Version:** 1

Consider a resolution authorizing the Mayor to execute an Agreement with Eagle Office Products for the purchase of printed business cards, envelopes, and letterhead.

The City seeks to enter into a five year service agreement with Eagle Office Products for printing services. Eagle Office Products will provide all materials, equipment and labor necessary to print City letterhead, envelopes and business cards. This long term agreement will provide the City with stable print services at a reduced long-term cost.

These products were competitively bid with input from using departments to establish needs and evaluating the final award. The City received 3 competitive bids and staff recommends awarding the contract to Eagle Office Products, the bidder.

Cost: \$225,340 (\$45,068 per year)

Source of Funds: General Fund, budgeted in each department's supply budget