



## Legislation Text

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**File #:** 2021-279, **Version:** 1

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

This award was solicited under Invitation for Bid 21-015REBID. The solicitation was posted on May 28, 2021, with a submission deadline of June 24, 2021. A total of two responses were received, with MailPrintPro being the highest ranked respondent - and the vendor recommended for award.

The Communications Department reviewed samples from both respondents to confirm that the respondents could meet the City's Style Guide requirements and preferences. A total of 17 vendors were contacted including seven HUB vendors. This IFB was awarded based on a vendor's ability to meet minimum qualifications on cost only. MailPrintPro was presented as the lowest bidder and provides the City with the best value for this service.

The City's contract with MailPrintPro will begin from the date of award and shall remain in effect for sixty (60) months.

**Cost:** \$229,645

**Source of Funds:** Department's Operating Budget