



CITY OF PLANO COUNCIL AGENDA ITEM

CITY SECRETARY'S USE ONLY					
<input type="checkbox"/> Consent <input type="checkbox"/> Regular <input type="checkbox"/> Statutory					
Council Meeting Date:		January 25, 2016			
Department:		Parks & Recreation			
Department Head		Amy Fortenberry			
Agenda Coordinator (include phone #): Teresa Shelstad ext:7539					
CAPTION					
Bid No. 2016-0035-C for a one (1) year contract with 3 one-year City optional renewals, for printing and mailing services of the Leisure Catalog for Parks & Recreation Department to Signature Offset in the estimated annual amount of \$52,037, and authorizing the City Manager to execute all necessary documents.					
FINANCIAL SUMMARY					
<input type="checkbox"/> NOT APPLICABLE <input checked="" type="checkbox"/> OPERATING EXPENSE <input type="checkbox"/> REVENUE <input type="checkbox"/> CIP					
FISCAL YEAR:	2015-16 thru 2019-20	Prior Year (CIP Only)	Current Year	Future Years	TOTALS
Budget		0	76,000	173,862	249,862
Encumbered/Expended Amount		0	-19,917	0	-19,917
This Item		0	-34,285	-173,862	-208,147
BALANCE		0	21,798	0	21,798
FUND(s): RECREATION REVOLVING FUND					
COMMENTS: This item approves price quotes. Expenditures will be made in the Recreation Revolving Fund for each year of the contract. The estimated amount to be spent in FY 2015-16 is \$34,285. The estimated future amount is \$173,862, which will be made within approved budget appropriations in future years.					
STRATEGIC PLAN GOAL: Promoting recreational opportunities offered by the City of Plano to residents relates to Financially Strong City with Service Excellence and Great Neighborhoods - 1st Choice to Live.					
SUMMARY OF ITEM					
See attached recommendation memo.					
List of Supporting Documents:			Other Departments, Boards, Commissions or Agencies		
Recommendation Memo					
Bid Recap					



Memorandum

Date: January 4, 2016
To: Teresa Shelstad, Purchasing Buyer
From: K'Ann Parham, Parks & Recreation Business Manager
Subject: Award of Bid #2016-0035-C Leisure Catalog
CC: Amy Fortenberry, Parks & Recreation Director

After reviewing and evaluating all bids for bid number 2016-0035-C (Printing Services for our *Leisure* catalog), it is our recommendation that the bid be awarded to the lowest bidder, Signature Offset, in the amount of \$52,036.70 for three copies a year with an optional renewal for three years.

The cost of the catalog comes out of the Recreation Revolving Fund, which is generated by class registrations. If the City does not award this bid, our *Leisure* catalog would not be able to printed, mailed and given out to 55,000 citizens. Thus the amount of people who take our wide range of classes would be significantly reduced thus impacting the Recreation Revolving Fund in a negative manner.

The specifics of this bid are on file with the Purchasing Division.

If you need any additional information, please ask.

K'Ann Parham
PARD Business Manager

CITY OF PLANO
BID NO. 2016-0035-C
Printing Services for the Leisure Catalog

BID RECAP

Bid opening Date/Time: December 1, 2015 @ 2:00 PM

Number of Vendors Notified: 2144

Vendors Submitting "No Bids": 2

Bids Evaluated Non-Responsive to Specifications: 0

Number of Bids Submitted Responsive to Bid: 5

Signature Offset	Total: \$52,036.70
Midway Press, Ltd.	Total: \$55,956.00
DFW Printing Co, Inc.	Total: \$59,079.60
Trend Offset Printing	Total: \$68,476.50
Delta Videos & Prints	Total: \$150,001,929.00

Recommended Vendors:

Signature Offset	Total \$52,036.70
------------------	-------------------

Teresa Shelstad
Teresa Shelstad
Buyer I

January 5, 2016
Date