



City of Denton

City Hall
215 E. McKinney Street
Denton, Texas
www.cityofdenton.com

AGENDA INFORMATION SHEET

DEPARTMENT: Procurement
ACM: Cassey Ogden
DATE: April 16, 2024

SUBJECT

Consider adoption of an ordinance of the City of Denton, a Texas home-rule municipal corporation, authorizing the City Manager to execute a contract with Lessek Enterprises, LLC dba Impress Graphics, for printing services for all City of Denton departments; providing for the expenditure of funds therefor; and providing an effective date (RFP 8436 – awarded to Lessek Enterprises, LLC dba Impress Graphics, for one (1) year, with the option for four (4) additional one (1) year extensions, in the total five (5) year not-to-exceed amount of \$1,250,000.00).

STRATEGIC ALIGNMENT

This action supports Key Focus Area: Pursue Organizational Excellence and Collaborative and Respectful Leadership.

INFORMATION/BACKGROUND

The Request for Proposal (RFP) is to provide printing services through a city-wide contract. The services will be used to aid departments with their printing projects including letters, brochures, posters, business cards, and envelopes.

The RFP Scope of Work included pricing per impression for the City's current volume, including printing projects currently being outsourced to the incumbent vendor. The City expects that the insights derived from these deliverables will assist multiple departments, including Public Safety, Marketing and Communications, Economic Development, Development Services, and Parks and Recreation.

| Project Description | Estimated 5-Year Expenditure |
|---------------------|------------------------------|
| Year 1 | \$250,000 |
| Year 2 | 250,000 |
| Year 3 | 250,000 |
| Year 4 | 250,000 |
| Year 5 | 250,000 |
| Total | \$1,250,000 |

Request for Proposals was sent to 126 prospective suppliers, including 15 Denton firms. In addition, specifications were placed on the Procurement website for prospective suppliers to download and advertised in the local newspaper. Four (4) proposals were received, references were checked, and proposals were

evaluated based upon published criteria including delivery, compliance with specifications, probable performance, and price. Best and Final Offers (BAFO) were requested from all firms. The department is awarding the contract to Lessek Enterprises, LLC dba Impress Graphics.

| | |
|---|--|
| NIGP Code Used for Solicitation: | 966 - (Service Only) - Printing and Typesetting Services |
| Notifications sent for Solicitation sent in IonWave: | 126 |
| Number of Suppliers that viewed Solicitation in IonWave: | 38 |
| HUB-Historically Underutilized Business Invitations sent out: | 21 |
| SBE-Small Business Enterprise Invitations sent out: | 54 |
| Responses from Solicitation: | 4 |

RECOMMENDATION

Award a contract with Lessek Enterprises, LLC dba Impress Graphics, for printing services for all City of Denton departments, in a one (1) year with the option for four (4) additional one (1) year extensions, in the total five (5) year not-to-exceed amount of \$1,250,000.

PRINCIPAL PLACE OF BUSINESS

Lessek Enterprises, LLC dba Impress Graphics
Denton, TX

ESTIMATED SCHEDULE OF PROJECT

This is an initial one (1) year contract with options to extend the contract for four (4) additional one (1) year periods, with all terms and conditions remaining the same.

FISCAL INFORMATION

These products and services will be funded through the using department's budget on an as-needed basis. The City will only pay for services rendered and is not obligated to pay the full contract amount unless needed.

EXHIBITS

Exhibit 1: Agenda Information Sheet
Exhibit 2: Pricing Evaluation
Exhibit 3: Ordinance and Contract

Respectfully submitted:
Lori Hewell, 940-349-7100
Purchasing Manager

For information concerning this acquisition, contact: Lori Hewell, 940-349-7100.

Legal point of contact: Marcella Lunn at 940-349-8333.