



City of Denton

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

AGENDA INFORMATION SHEET

DEPARTMENT: Materials Management

CM: Todd Hileman

DATE: October 17, 2017

SUBJECT

Consider adoption of an ordinance accepting competitive proposals and awarding a contract for printing and mailing services for the City of Denton Citizen Newsletter; providing for the expenditure of funds therefor; and providing an effective date (RFP 6535-awarded to Lessek Enterprises LLC dba IMPress Graphics in the three (3) year not-to-exceed amount of \$411,840).

RFP INFORMATION

The City of Denton is seeking to enhance communication with its citizens through the implementation of a printed newsletter. This RFP is for a printed newsletter to be mailed out bi-monthly to all residents and businesses within the City.

Requests for Proposals (RFPs) were sent to seventy-two (72) prospective suppliers. In addition, specifications were placed on the Materials Management website for prospective suppliers to download and advertised in the local newspaper. Two (2) proposals were received, evaluated and ranked based upon the published criteria shown on (Exhibit 2). Lessek Enterprises LLC dba IMPress Graphics, a local vendor, was ranked the highest and determined to be the best value for the City.

Due to the timing of this award, one newsletter has already been issued earlier this month through a one-time quote. This contract would be an initial one (1) year contract with an expenditure for six (6) newsletters at a cost of \$137,280 with options to extend the contract two (2) additional one (1) year periods at \$137,280 per year, for a total three (3) year not-to-exceed amount of \$411,840.

RECOMMENDATION

Staff recommends awarding a contract to Lessek Enterprises LLC dba IMPress Graphics in the three (3) year not-to-exceed amount of \$411,840 for the printing and mailing of the bi-monthly newsletter.

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 two (2) additional one (1) year periods, with all terms and conditions remaining the same.

FISCAL INFORMATION

The services will be funded from the City Manager Office Operating Account# 103001.6386. The year one amount of \$137,280 is within the budgeted amount for the 2017-18 fiscal year.

STRATEGIC PLAN RELATIONSHIP

The City of Denton's Strategic Plan is an action-oriented road map that will help the City achieve its vision. The foundation for the plan is the five long-term Key Focus Areas (KFA): Organizational Excellence; Public Infrastructure; Economic Development; Safe, Livable, and Family-Friendly Community; and Sustainability and Environmental Stewardship. While individual items may support multiple KFAs, this specific City Council agenda item contributes most directly to the following KFA and goal:

Related Key Focus Area: Organizational Excellence

Related Goal: 1.3 Promote effective internal and external communication

EXHIBITS

Exhibit 1: Agenda Information Sheet

Exhibit 2: Evaluation and Ranking Sheet

Exhibit 3: Ordinance

Exhibit 4: Contract

Respectfully submitted:
Karen Smith, 349-8436
Purchasing Manager

For information concerning this acquisition, contact: Sarah Kuechler, 349-8356
Assistant to the City Manager