

**CITY COUNCIL  
COMMUNICATION:**

**ITEM \_\_\_\_\_**

**98-502**

**OFFICE OF THE CITY MANAGER  
CITY OF DES MOINES, IOWA**

**AGENDA:**

NOVEMBER 2, 1998

**SUBJECT:**

AWARD OF BID G99-74  
TRAFFIC SUMMONS  
PRINTING

**TYPE:**

**RESOLUTION**  
ORDINANCE  
RECEIVE/FILE

**SUBMITTED BY:**

WILLIAM MOULDER  
CHIEF OF POLICE

**SYNOPSIS -**

The Police Department has requested a printing vendor be selected to replenish their dwindling supply of parking summons. Bid requests were sent to eight vendors requesting proposals to print 50,000 parking tickets. One response was received from Moore Business Forms, 6200 Aurora Avenue, Urbandale, Iowa.

**FISCAL IMPACT -**

The cost to print the 50,000 tickets is \$13,749.50. Funding for this service is provided in the Police Operating Budget under Index Code 036012.

**RECOMMENDATION -**

**Approval.**

**BACKGROUND -**

Bid requests were sent to eight printing vendors requesting a cost proposal to print 50,000 parking summons. Seven of the selected vendors did not respond to the bid request. The only responding vendor was Moore Business Forms. Vendors were contacted to determine why no proposals were submitted. Those contacted confirmed the printing job required was too complicated to be cost effective for their business. Moore Business Forms has accomplished this service in the past and is capable of compliance.

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