

**CITY COUNCIL
COMMUNICATION:**

ITEM _____

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

98-573

SYNOPSIS -

AGENDA:

DECEMBER 21, 1998

The Community Development Department solicited bids for the printing of neighborhood plans and maps for the North of Grand and Fairgrounds neighborhoods. A satisfactory response was received from Holm Graphic Services, Inc., (1418 Walnut St., Des Moines, Iowa 50309; Frank Holm, President/Owner), including the lowest price offered.

SUBJECT:

PRINTING SERVICES

FISCAL IMPACT -

TYPE:

A one-time cost of \$11,794.

**RESOLUTION
ORDINANCE
RECEIVE/FILE**

RECOMMENDATION -

SUBMITTED BY:

Approval of the low compliant response from Holm Graphic Services, Inc. and approval of payment.

JAMES M. GRANT
COMMUNITY
DEVELOPMENT
DIRECTOR

BACKGROUND -

The Community Development Department requested bids for the printing of neighborhood plans and maps for the North of Grand and Fairgrounds neighborhoods. Council is advised that the following irregularities occurred during the process. Due to the inexperience of a Community Development staff member the bid process was inadvertently completed incorrectly. Staff solicited bids from four printing companies by telephone and fax, but did not advertise the project. Staff informed the vendor that they were the low bidder and could proceed.

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