



Council Communication

Office of the City Manager

Date

March 26, 2007

Agenda Item No. 31

Roll Call No. 07-

Communication No. 07-157

Submitted by: Submitted by: Richard A.
Clark, City Manager

AGENDA HEADING:

Amending the contract with Acme Printing for City Source newsletter printing and mailing.

SYNOPSIS:

Amending the agreement with Acme Printing (Jerry Miller, President/Owner, 66 Washington Ave., Des Moines, Iowa 50314) for City Source newsletter printing and mailing to increase the print quantities, style specifications, and mailing costs of the City's quarterly newsletter.

FISCAL IMPACT:

Amount: Estimated \$18,540.

Funding Source: FY 2006-07 Operating Budget, Stormwater Utility Management funds (PWK077001), \$1,545; Solid Waste Collection Funds (PWK100101), \$1,545; Sanitary Sewer Management funds (PWK074013), \$1,545; Economic Incentive Loan Repayment (CMO980716), \$13,905.

ADDITIONAL INFORMATION:

In an effort to improve communication to city residents, the City Council authorized a contract and two one-year extensions with Acme Printing in October 2005. This contract has allowed the City's Public Information Office to publish and mail quarterly newsletters to every home in Des Moines.

The contract with Acme Printing was based on competitive bidding, and was the most responsive of four bids received. The contract cost was based on the printing and mailing of 86,000 copies, 2-color, 8 pages, printed 4 times per year. Since the contract was signed, postage has increased, and the newsletter issue that included an abbreviated Annual Performance Report was printed in 4-color and included 12 pages. The combination of these factors has increased annual costs by approximately \$18,540.

PREVIOUS COUNCIL ACTION(S): NONE

Date: 10/13/2005

Roll Call Number: 05-2523

Action: Approving bid from Acme Printing for newsletter printing services to be used by the Public Information Office, (Nine bids mailed, four received). SPONSOR: Mayor Pro Tem Brooks. Moved by Vlassis to adopt. Motion Carried 5-2.

Date: 10/10/2005

Roll Call Number: 05-2508

Action: A one-year contract with ACME Printing, (Des Moines) for printing services for a City-Wide Newsletter, \$83,460. (Nine bids mailed, Four bids received). ([Council Communication No. 05-579](#)) Moved by Kiernan to adopt. Motion Carried 7-0.

BOARD/COMMISSION ACTION(S): NONE

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE