

 <p style="text-align: center;">Council Communication Office of the City Manager</p>	Date	March 9, 2009
	Agenda Item No. 28A Roll Call No. <u>09-</u> Communication No. <u>09-132</u> Submitted by: Richard A. Clark, City Manager	

AGENDA HEADING:

Approving Amendment to the City Source Newsletter Printing and Mailing Contract with Acme Printing.

SYNOPSIS:

Authorizing payment to Acme Printing Company (Jerry Miller, President/Owner, 66 Washington Ave., Des Moines, Iowa 50314), for production services of one (1) issue of City Source, the citywide newsletter for the City of Des Moines for December 2008/January 2009. The contract with Acme Printing expired on October 31, 2008. As a result, there has been no active contract with Acme Printing during the interim, however, services for the Dec/Jan newsletter have been provided. Acme Printing produced the Dec/Jan newsletter at the cost agreed upon in the expired contract.

The City of Des Moines is currently accepting bids for a new contract for “Printing Services” for the City of Des Moines Newsletter (City Source). The new printing Contract V09-85 was put to bid on February 20, 2009 and bidding will close on March 9, 2009. The new contract will come before City Council for approval once all bids are finalized and a vendor has been chosen.

FISCAL IMPACT:

Amount: \$39,443.20

City Source Newsletter	\$12,660.00
Parks Insert	\$15,068.00
Postage	<u>\$11,715.20</u>
	\$39,443.20

The cost for the January 2009 issue of the newsletter is \$39,443.20. This includes printing and postage. This cost provides the following:

- (1) Produce eight-page color newsletter
- (2) Produce eight-page Parks Insert
- (2) Print the newsletter and insert on 8 1/2” x 11” paper, using newsletter formatting and four color ink;
- (3) Distribute the City’s newsletter via bulk saturation mail to all houses, apartments and condos within city limits.

Funding Source: Economic Incentive Loan Repayment FundCMO090716 and Marketing PKS011200

ADDITIONAL INFORMATION

On October 10, 2005, City Council approved a one-year contract with Acme Printing in the amount of \$83,460 for the purpose of printing and mailing an 8 ½" X 11", 2-color quarterly City Source Newsletter to all households in the City of Des Moines. Subsequent Council actions on October 13, 2005, and March 26, 2007, approved two one-year extensions of the contract and an increase of \$18,450 to the annual contract cost due to additional printing requests and higher postage rates.

PREVIOUS COUNCIL ACTION(S):

Date May 5, 2008

Roll Call Number: 08-800

Action: Amendment to contract with Acme Printing for printing and mailing of the City Source newsletter. (Council Communication No. 08-241) Moved by Vlassis to adopt. Motion Carried 6-1.

Date: March 26, 2007

Roll Call Number: 07-558

Action: Amendment to contract with Acme Printing for printing and mailing of the City Source newsletter. (Council Communication No. 07-157) Moved by Hensley to adopt. Motion Carried 7-0.

Date: October 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: October 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:

The Department of Finance, Purchasing Division, City Hall, 400 Robert Ray Drive, Des Moines, Iowa will be receiving bids for "Printing Services of City of Des Moines Newsletter"(City Source), until 10:30 a.m. March 9, 2009. This Contract V09-85 was let to bid on February 20, 2009. The final contract will come before the council for approval after all bids are accepted and a vendor has been chosen.

For more information on this and other agenda items, please call the City Clerk's Office at 515-283-4209 or visit the Clerk's Office on the second floor of City Hall, 400 Robert D. Ray Drive. Council agendas are available to the public at the City Clerk's Office on Thursday afternoon preceding Monday's Council meeting. Citizens can also request to receive meeting notices and agendas by email by calling the Clerk's Office or sending their request via email to cityclerk@dmgov.org.