

 <p style="text-align: center;"><b>Council Communication</b> Office of the City Manager</p>	<b>Date:</b> December 20, 2010
	<p><b>Agenda Item No.</b> 37D</p> <p><b>Roll Call No.</b> <u>10-2096</u></p> <p><b>Communication No.</b> <u>10-763</u></p> <p><b>Submitted by:</b> Allen McKinley Finance Director</p>

**AGENDA HEADING:**

Approval of procurement of printing services for city-wide use from Polk County for good cause shown.

**SYNOPSIS:**

City of Des Moines Print Shop will close on December 31, 2010 and City Departments will need continued services from another source beginning January 1, 2011. City staff recommends using Polk County Print Shop as a source for outside printing services. Through intergovernmental collaboration the City will be able to maintain virtually the same level of printing services by utilizing the services of Polk County.

**FISCAL IMPACT:**

Amount: \$50,000 savings already reflected in the adopted budget

Funding Source: IS054 FIN130400 Print Shop/Courier Services

**ADDITIONAL INFORMATION:**

The City of Des Moines Print Shop will close December 31, 2010 due to non-appropriations. Departmental needs will require outside services be available January 1, 2011. City staff met with Polk County staff to evaluate using Polk County Print Shop as a viable source to provide said services in lieu of the pending closure of the City Print Shop. Polk County evaluated our needs, including our volumes in terms of workload, and determined that they can handle our additional volume of print jobs with the existing equipment and labor force they currently have. Polk County has offered to provide printing services at rates that are comparable/favorable when compared with our own internal billing rates, as well as with existing City contract rates from NiteOwl Printing and OfficeMax Impress. Staff recommends contracting with Polk County Print Shop to use their services in conjunction with existing City contracts with NiteOwl and OfficeMax Impress. This offers Departments best pricing for various types of print jobs, and also offers availability of services when timing/scheduling is critical. The City Manager’s Office has agreed to waive the normal competitive bidding requirements for good cause shown per Section 2-710(a) below, and also recommends contracting with Polk County Print Shop.

Sec. 2-710. - City Council and City Manager may exempt contracts from the provisions of this subdivision; City Manager may exempt contracts from administrative rules, regulations and procedures.  
(a)

The City Council may on a case by case basis, upon the recommendation of the City Manager for good cause shown, exempt contracts for the provision of goods and/or services from the competitive

procurement requirements of this subdivision, or waive the formal competitive bidding procedure and authorize use of informal competitive bidding procedure for the procurement of goods and/or services to cost in excess of \$25,000.00.

**PREVIOUS COUNCIL ACTION(S): NONE**

**BOARD/COMMISSION ACTION(S): NONE**

**ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE**

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