



Roll Call Number

24-1368

Agenda Item Number

39

Date October 7, 2024

**APPROVING PROCUREMENT OF PRINTING AND MAILING OF THE CITY OF DES MOINES
NEWSLETTER FROM NITE OWL PRINTING IN THE TOTAL
ANNUAL ESTIMATED AMOUNT OF \$150,000**

WHEREAS, the Communications Division of the City Manager’s Office requested the Finance Department, Procurement Division to solicit bids for Printing and Mailing Services for the City of Des Moines’s Newsletter; and

WHEREAS, the Procurement Division solicited bids by email and advertisement on the City’s electronic procurement platform through Request for Bid J25-114 to potential bidders, with five (5) compliant bids received; and

WHEREAS, the lowest responsive, responsible bid for printing and mailing services was received from Nite Owl Printing (1541 7th Street, Des Moines, IA 50314, LeeAnn Daggy, Owner); and

WHEREAS, the proposed initial procurement term is for one year with five one-year renewal options, at an annual estimated amount of \$150,000.00, with price increases complying with the bid terms; and

WHEREAS, funding for said procurement is available from CM023000 523030, for an annual estimated cost of \$150,000.00; and

WHEREAS, the Procurement Administrator and the Communications Division recommend approval of the lowest responsive, responsible bid to print and mail the City of Des Moines Newsletter, subject to the terms and conditions set forth in Request for Bid #J25-114.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Des Moines, Iowa, hereby accepts and approves the aforementioned lowest responsive and responsible bid from Nite Owl Printing for printing and mailing services for the City of Des Moines Newsletter at an estimated total annual amount of \$150,000.00; the Finance Department, Procurement Division is hereby authorized and directed to issue a purchase order for said services and at said estimated total cost pursuant to the terms and conditions of Request for Bid J25-114; and the City Manager is further authorized to approve and execute renewals at an annual estimated amount of \$150,000.00, with price increases complying with bid terms and the Procurement Ordinance.

Moved by Gatto to adopt

Second by Voss

Approved as to Form:

/s/ Glenna K. Frank
Glenna K. Frank, Assistant City Attorney

COUNCIL ACTION	YEAS	NAYS	PASS	ABSENT
BOESEN	✓			
COLEMAN	✓			
GATTO	✓			
MANDELBAUM	✓			
SIMONSON	✓			
VOSS	✓			
WESTERGAARD	✓			
TOTAL	7			

CERTIFICATE

I, Laura Baumgartner, City Clerk of said City hereby certify that at a meeting of the City Council of said City of Des Moines, held on the above date, among other proceedings the above was adopted.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal the day and year first above written.

MOTION CARRIED APPROVED

Connie Boesen Mayor

Laura Baumgartner City Clerk