



Legislation Text

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AGENDA ITEM REPORT

TITLE:

A MOTION TO REJECT RFP NO. 06-01-22-10 TO PROVIDE PRINTING, BINDING, MAILING AND DELIVERY OF CITY'S YEAR-IN-REVIEW PUBLICATION (YIR) AND THE POPULAR ANNUAL FINANCIAL REPORT (PAFR) AND THE RESPONSE RECEIVED.

BACKGROUND:

On May 8, 2021, the City issued Request for Proposals (RFP) No. 06-01-22-10 to provide printing, binding, mailing and delivery of the Year-In-Review publication (YIR) and the Popular Annual Financial Report (PAFR).

DISCUSSION:

Invitations were electronically sent to 83 prospective vendors. The City received one (1) responsive proposal from Brown Brothers Consulting, Inc. Procurement reviewed the submittal for responsiveness and conducted reference checks. A selection committee, consisting of Yvonne Lopez, Community Relations Director; Martin Pillot, Web and Graphics Specialist; and Rachael Castro, Administrative Assistant for Finance & Administrative Services, was established to evaluate the response in accordance with the criteria as listed in the RFP document. The total cost for the services associated with the YIR and PAFR was estimated from \$57,292 to \$60,652. In addition, Brown Brothers Consulting, Inc. stated that the pricing they provided is only good for 30 days and a new quote is required at the time of the actual production.

Staff determined that it is not in the best interest of the City to accept the aforementioned proposal. Staff will obtain quotes for the YIR and PAFR from various vendors to ensure best quality and pricing at the time of production, and will revisit the RFP process at a later date when prices have stabilized and the City can lock in a rate for the future.

RECOMMENDATION:

Staff recommends approval of this motion.

FISCAL IMPACT: N/A