



City of
Tacoma

PUB Resolution No.: _____
City Council Resolution No.: _____

**Contract and Award Letter
Purchase Resolution —Exhibit "A"**

TO: Board of Contracts and Awards
FROM: Andy Cherullo, Finance Director, Finance Department
Patsy Best, Procurement and Payables Division Manager, Finance Department
COPY: Public Utility Board, Director of Utilities, Board Clerk, City Council, City Manager,
City Clerk, EIC Coordinator, LEAP Coordinator, and Senior Buyer, Finance
Department.
SUBJECT: Citywide - Printing and Binding Services
Request for Proposals Specification No. CT17-0359F, Contract No. CW2223524
– July 12, 2023, Public Utility Board and July 18, 2023, City Council
DATE: June 14, 2023

RECOMMENDATION SUMMARY:

The Finance Department requests approval to increase Contract CW2223524, to Print NW, Lakewood, WA, by \$2,000,000, plus any applicable taxes, budgeted from the various funds, for as-needed, printing, and binding services. This increase will bring the contract to a cumulative total of \$6,500,000, plus any applicable taxes.

STRATEGIC POLICY PRIORITY:

- Strengthen and support a safe city with healthy residents.
- Ensure all Tacoma residents are valued and have access to resources to meet their needs.
- Encourage and promote an efficient and effective government, which is fiscally sustainable and guided by engaged residents.

BACKGROUND:

This citywide contract provides an as-needed contract for printing and binding services for use by various City departments. Primary usage of this contract is for printing and binding services for departments such as Community & Media Services, Media & Communications Office, and Tacoma Venues & Events. Other usage for this contract includes design services, printed materials, signage, and job archive management. By combining individual department needs, the City is able to leverage its purchasing power under one contract resulting in a more efficient method of procurement.

ISSUE: The City of Tacoma has the need for printing and binding and related services on an as-needed basis. The existing contract is expiring, and an extension and corresponding increase is needed to avoid disruptions to business operations and communications with community members throughout Tacoma.

ALTERNATIVES: The alternative course of action would be to not award the contract and approach each project as an individual project. This would result in a significant cost and decreased level of service for departments and the community due to the time involved in soliciting each project individually and familiarizing print vendors with the City's specific needs and policies.



COMPETITIVE SOLICITATION:

Request for Proposals Specification NO. CT17-0359F was opened November 14, 2017. Five companies were invited to bid in addition to normal advertising of the project. Three submittals were received. Evaluation was based on the below criteria and weights:

Criteria	Points
Pricing Proposal	35
Experience	40
Company Personnel and Resources	25
Sustainability	5
Small Business Enterprise	5

Print NW submitted a proposal that resulted in the highest score after consideration of SBE participation goals.

<u>Respondent</u>	<u>Location</u> <i>(city and state)</i>	<u>Rank</u>
Print NW	Lakewood, WA	1
DCG One	Seattle, WA	2
Image 360	Tacoma, WA	3

CONTRACT HISTORY: This contract was originally awarded to Print NW as a result of Request for Proposals Specification NO. CT17-0359F in March 2017.

SUSTAINABILITY: Include an explanation of how sustainability factors were considered, per the [Sustainability-Related Resolutions, Proclamations, and Ordinances](#). Sustainability comprised 5 of the 110 points available on the RFP.

EQUITY IN CONTRACTING (EIC) COMPLIANCE: Small Business Enterprise, the predecessor of the Equity in Contracting program, comprised 5 of the 110 points available on the RFP.

LOCAL EMPLOYMENT AND APPRENTICESHIP TRAINING PROGRAM (LEAP) COMPLIANCE: Not applicable



FISCAL IMPACT:

EXPENDITURES:

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Various			Up to \$2,000,000
TOTAL			Up to \$2,000,000

REVENUES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Various			Up to \$2,000,000
TOTAL			Up to \$2,000,000

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$ 2,000,000

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes

IF EXPENSE IS NOT BUDGETED, PLEASE EXPLAIN HOW THEY ARE TO BE COVERED. N/A