



**TO:** Board of Contracts and Awards  
**FROM:** Andrew Cherullo, Director, Finance Department  
Patsy Best, Procurement and Payables Division Manager  
**COPY:** Public Utility Board, Director of Utilities, Board Clerk, City Council, City Manager,  
City Clerk, SBE Coordinator, and Samol Hefley Finance/Purchasing  
**SUBJECT:** Citywide Printing and Binding Services  
Request for Proposals Specification No. CT17-0359F, Contract No. CW2223524  
Utility Board March 28, 2018 and City Council April 3, 2018  
**DATE:** March 12, 2018

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**RECOMMENDATION SUMMARY:**

The Finance Department, Purchasing Division recommends a contract to be awarded to Print NW, Lakewood, WA, for as-needed, printing and binding services, in the amount of \$3,600,000, plus any applicable taxes, for an initial contract term of three years with the option for two additional one-year renewal terms for an estimated cumulative total of \$4,320,000, plus applicable sales tax.

**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.” Forgoing the printing and binding services contract would delay City business operations and communications with the citizens of 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.

Criteria for selection included pricing, vendor experience, general company information, staff & resources, sustainability efforts & practices, and Small Business Enterprise (SBE).

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

CONTRACT HISTORY: New Contract

SUSTAINABILITY: To become a more sustainable organization, Print NW is committed to providing services in a sustainable manner and takes measures to minimize impacts to the environment in the delivery of services.

SBE/LEAP COMPLIANCE: Five points were available to SBE firms in the solicitation evaluation criteria.

**FISCAL IMPACT:**

**EXPENDITURES:**

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Various Departments	Various	5312010	\$4,320,000.00
<b>TOTAL</b>			

\* General Fund: Include Department

**REVENUES: N/A**

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Various Departments	Various	56312010	\$4,320,000.00
<b>TOTAL</b>			



City of Tacoma

Contract and Award Letter  
Purchase Resolution – Exhibit "A"

**FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: Various Department Budgets**

**ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED?** Various – Funds for the contract are provided by the individual departments using the contract. Funding beyond the current biennium is subject to future availability of funds. The user departments are billed directly for their purchases.

**IF EXPENSE IS NOT BUDGETED, PLEASE EXPLAIN HOW THEY ARE TO BE COVERED.**

N/A

APPROVED:

Linda McCrea, Interim Director of Utilities

FINANCE PURCHASING  
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