



CITY COUNCIL

AGENDA REPORT

TO: Honorable Mayor and Members of the City Council

VIA: James DeStefano, City Manager

TITLE: **AUTHORIZATION TO EXCEED THE CITY MANAGER'S PURCHASING AUTHORITY TO APPROVE EXPENDITURES WITH DIVERSIFIED PRINTERS, INC. FOR PRINTING SERVICES IN AN AMOUNT NOT TO EXCEED \$65,000 DURING THE 2014/15 FISCAL YEAR.**

RECOMMENDATION:

Approve.

FINANCIAL IMPACT:

There are sufficient funds allocated for this purpose in the approved FY14-15 budget.

BACKGROUND:

Produced monthly and delivered to approximately 21,000 Diamond Bar homes and businesses, the City's monthly newsletter, DB Connection, serves a primary communication tool. This full color newsletter is produced in a four-page format eight (8) months out of the year. The other four (4) months, the pages are increased to 32 pages to include the quarterly community recreation guide.

Diversified Printers, Inc. is a full service commercial printer and since 2009 has been tasked with preparing the newsletter for printing and ensuring that it reaches the local U.S. Post Office for mailing. Through their vast experience and on-site full pre-press, printing and binding capabilities, they are well qualified to prepare the newsletter from electronic file format to a finished print product that is consistently delivered to Diamond Bar addresses within or before the agreed upon timeframe. Over the past five years, staff has been satisfied with the exceptional service, quality product and competitive rates provided by Diversified Printers.

Earlier this fiscal year, the City Council adopted an updated Purchasing Ordinance which included new guidelines for soliciting bids/proposals. The Public Information Division has released a Request for Proposals (RFP) for printing services and will be evaluating the results in the coming weeks with a recommendation to the City Council to follow for Fiscal Year 2015-16. To ensure uninterrupted and timely delivery of the newsletter and recreation guide to the community in the interim, staff requests authorization to exceed the City Manager's purchasing authority and approve expenditures to Diversified Printers in an amount not to exceed \$65,000 for Fiscal Year 2014-15.

Prepared by:

Reviewed by:

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