



# Purchasing Summary

<b>EVENT #</b> 3283	<b>TITLE:</b> Curbside Schedule Packets	<b>COST:</b> \$25,835.00
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<b>TYPE OF PROCUREMENT:</b> Bid	<b>ANNUAL CONTRACT</b> <input checked="" type="checkbox"/> <b>ANNUAL MAINTENANCE AGREEMENT</b> <input type="checkbox"/>	<b>ONE TIME PURCHASE</b> <input type="checkbox"/>
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**CONTRACT TERM (IF APPLICABLE)**  
August 31, 2017 through August 30, 2018

**M/WBE (IF APPLICABLE)**  
N/A

**MATRIX (IF APPLICABLE)**  
N/A

## NOTES

Recommend approval to renew an annual contract for curbside calendar packets from Proforma PrintSource in the amount of \$25,835.00. This includes an approximate 3% increase in costs associated with the vendor's material and labor, which has been accepted by the Sanitation Bureau.

The Sanitation Bureau uses these services to manufacture and deliver the upcoming year's sanitation schedule to City residents. This year, the 2018 schedule packets will be distributed in December 2017. The packets include information regarding sanitation services provided to City of Savannah customers.

Bids were originally received on July 14, 2015. Notifications were sent to all known suppliers, and one response was received. This contract was originally approved in Council on August 6, 2015. This contract term will be from August 31, 2017 through August 30, 2018. This is the second of four renewal options available. Delivery: As requested. Terms: Net 30 days. The bidder was:

L.B. Proforma PrintSource (Jacksonville, FL)<sup>(D)</sup> \$25,062.90\*

A pre-bid conference was not conducted as this is an annual contract renewal. (D) Indicates non-local, non-minority owned business. (\*) Indicates original bid pricing. Recommend approval.

Local Available: Yes  
MWBE Available: Yes  
Total Sent: 188  
MWBE Sent: 31  
Total Received: 1  
MWBE Received: 0  
Vendor federally debarred/suspended: No