

Purchasing Summary

EVENT # 6133	TITLE: Curbside Schedule Packets	COST: \$25,835.00
TYPE OF PROCUREMENT: Bid	ANNUAL CONTRACT <input checked="" type="checkbox"/> ANNUAL MAINTENANCE AGREEMENT <input type="checkbox"/>	ONE TIME PURCHASE <input type="checkbox"/>
CONTRACT TERM (IF APPLICABLE) August 31, 2018 – August 30, 2019		
M/WBE (IF APPLICABLE) N/A		
MATRIX (IF APPLICABLE) N/A		
NOTES		
<p>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 Department. The Sanitation Department uses these services to manufacture and deliver the upcoming year's sanitation schedule to City residents. This year, the 2019 schedule packets will be distributed in December 2018. The packets include information regarding sanitation services provided to City of Savannah customers.</p> <p>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 is the third of four renewal options available. Delivery: As requested. Terms: Net 30 days. The bidder was:</p> <p>L.B. Proforma PrintSource (Jacksonville, FL)^(D) \$25,062.90*</p> <p>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. <u>Recommend approval.</u></p> <p>Local Available: Yes MWBE Available: Yes Total Sent: 188 MWBE Sent: 31 Total Received: 1 MWBE Received: 0 Vendor federally debarred/suspended: No</p>		