City of West Allis

Legislation Details (With Text)

File #:	R-2020-0031 **Version:** 1		
Type:	Resolution	**Status:**	Reported Back to Council
File created:	1/21/2020	**In control:**	Administration and Finance Committee (INACTIVE)
On agenda:	1/21/2020	**Final action:**	1/21/2020
Title:	Resolution relative to accepting the proposal of QuadGraphics for printing and distributing three (3) tri-annual City Newsletters in 2020 for a total sum not to exceed $44,042.73		
Sponsors:	Administration and Finance Committee (INACTIVE)		
Indexes:			
Code sections:			
Attachments:	1. Quad Graphics Contract 2020, 2. Quad Graphics Contract signed, 3. R-2020-0031 signed		

Date	Ver.	Action By	Action	Result
1/21/2020	1	Administration and Finance Committee (INACTIVE)		Pass
1/21/2020	1	Common Council	Adopted	Pass
1/21/2020	1	Common Council		

Resolution relative to accepting the proposal of QuadGraphics for printing and distributing three (3) tri-annual City Newsletters in 2020 for a total sum not to exceed $44,042.73

WHEREAS, the Purchasing Division has reported that it duly advertised a request for proposal for producing and distributing the City's "It's Your City" newsletter for the Communications Department of the City of West Allis in 2018; and

WHEREAS, the Communications Department has determined that the "It's Your City" newsletter is an important instrument in keeping the citizens and businesses of the City of West Allis informed of issues and events that are important to our neighborhoods and the city; and

WHEREAS, in the 2019 City Survey, "It's Your City" newsletter was identified as the number two most important communications tool in which residents receive information about their City; and

WHEREAS, the Communications Department has included $25,000 for printing the newsletter, and $25,000 for distributing the newsletter in the 2020 Budget, totaling $50,000; and

WHEREAS, the Common Council deems it to be in the best interests of the City of West Allis that the Purchasing Division will extend RFP 18-029 for the first of four one year extensions with Quad/Graphics.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council of the City of West Allis that the proposal, dated September 20 2019, submitted by Quad/Graphics for producing three (3) triannual City newsletters, 32,200 copies of each newsletter at a cost of approximately $7,930.91 three times a year, for a sum of $23,792.73, with funding provided by the Communications Fund, with the purchase being charged to Account No. 260-8201-517.55-02, Printing, Out-Sourced; and also for distributing via U.S. mail three (3) triannual City newsletters to 31,100 residences and businesses in West Allis at a cost of approximately $6750.00 three times a year, for an annual sum of $20,250.00 with funding provided by the Communications Fund, with the purchase being charged to Account No. 260-8201-517.51-01, General Supplies-Postage; for a total sum not to exceed $44,042.73, all in accordance with RFP #18-029, be and is hereby accepted.

BE IT FURTHER RESOLVED that the Purchasing Division be and is hereby authorized to enter into a contract for the aforesaid production and distribution services.