

Memorandum

To: Honorable Mayor Shetter and members of the Burleson City Council

From: Sandy Bradley, Purchasing Agent

Date: September 21, 2009

Subject: Renew the contract for Newsletter Printing, ITB 2007-003 with The Imaging Bureau.

Council Action Requested:

Approve the contract renewal for Newsletter Printing, ITB 2007-003 with The Imaging Bureau for one (1) year beginning October 1, 2009 through September 30, 2010.

Background Information:

This contract was originally awarded October 12, 2006, in the amount of \$16,722 for one year. Approximately 23,500 pieces are distributed semi-monthly at a cost of \$.1185 per newsletter for a bi-monthly cost of \$2,785. Prices are to remain firm.

This is the final renewal option for this contract.

Board/Citizen Input:

N/A

Financial Considerations:

Funds are budgeted annually for the printing of the "Burleson Progress Report." General Fund, Non - Departmental. (Account # 001-1099-419.35-01).

Attachments:

Renewal letter

Original AIP

Staff Contact:

Sandy Bradley, Purchasing Manager

817-426-9653

sbradley@BurlesonTx.com

September 21, 2009

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Sandy Bradley, CPF B
Purchasing Manager
141 West Renfro
Burleson, Texas 76028
817-426-9653
817-426-9368 Fax

August 31, 2009

The Imaging Bureau
Attn: Brian Walden
4545 Cambridge Rd
Fort Worth, Texas 76155

Re: ITB 2007-003 -- Newsletter Printing

Dear Brian,

The current contract for ITB 2007-003, "Newsletter Printing" ends September 30, 2009. Per the bid documents, this contract may be renewed with the approval of both parties. This will be the final renewal option for this contract. Prices are to remain firm.

Pending City Council approval and your agreement to renew the new contract period will begin October 1, 2009 to September 30, 2010.


Sincerely,

A handwritten signature in cursive script that reads "Sandy Bradley".

Sandy Bradley
Purchasing Manager

I agree to the renewal of this contract.

I do not wish to renew this contract.


Brian Walden

The Imaging Bureau

9/2/09
Date

October 12, 2006
1E. - 1**Memorandum**

To: Honorable Mayor Shetter and members of the Burleson City Council

From: Sandy Bradley, Purchasing Agent

Date: October 12, 2006

Subject: Award Bid (ITB 2007-003) for Newsletter (Progress Report) Printing

Council Action Requested:

Council is requested to award ITB 2007-003 for Newsletter (Progress Report) Printing to The Imaging Bureau of Ft. Worth in the amount of \$16,722.00.

Background Information:

The Purchasing Department opened bids for ITB 2007-003 on September 25, 2006 at 2:00 p.m. at City Hall. Bids were distributed by US mail and e-mail to six (6) vendors, two (2) bids were received. Staff recommends award of annual contract for printing of the Progress Report to The Imaging Bureau in the amount of \$2,787.00 per issue and annual cost of \$16,722.00, based on lowest and most qualified.

<u>Vendor</u>	<u>Bid</u>
The Imaging Bureau	\$2,787.00
Print Team	\$4,670.00

Board/Citizen Input:**Financial Considerations:**

Amounts of bids received are well within the amount budgeted for distribution of the community newsletter in the FY06-07 budget. There was an overall savings of \$407 per issue that includes additional copies to be printed.

Attachments:

N/A

Staff Contact:

Sheri Campbell-Husband, Director of Communications, 817-447-5400 x286
Sandy Bradley, Purchasing Agent, 817-447-5410 x226