



## CITY COUNCIL ITEM SUMMARY

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| <b>MEETING DATE:</b>                      | November 2, 2023  |
| <b>SUBCATEGORY:</b>                       | Bid Award/Purchases   |
| <b>DEPARTMENT NAME:</b>                   | Administration  |
| <b>AGENDA ITEM TITLE:</b>                 | 2024 City Calendar Bids   |
| <b>DEPARTMENT SUMMARY RECOMMENDATION:</b> | <p>A New Dimension Graphic Design &amp; Printing Inc. has been selected to provide 2024 City Calendar printing and mailing services, as they were the sole bidder of the project and have completed this project in previous years. The total cost is \$15,769.91 [\$15,182.03 for 10,500 calendars + \$587.88 for mailing services], which includes full-color printing, folding, binding, trimming, hole cutting, and mailing services. The design will be created in-house, using winning citizen-submitted photos from our 2024 City Calendar Photo Contest. We plan to have the 2024 calendars in our citizens' mailboxes no later than Friday, December 29, 2023. This is a budgeted item and recommended for approval.</p> |
| <b>LEGAL:</b>                             | N/A   |