

MAYOR AND COUNCIL COMMUNICATION

DATE: November 19, 2024

TO: Mayor and Council

FROM: Crystal Miranda, Community Relations Director

THROUGH: Crystal Caldera, City Manager

SUBJECT: Presentation, Discussion, and Possible Action on Accepting a Bid and Authorizing the City Manager to Sign a Contract with Litho Press Inc. to Provide Production Services of the Lions Roar Newsletter. – C. Miranda, Community Relations Director

SPONSOR(S): N/A

PURPOSE

The purpose of this item is to accept a bid and authorize the City Manager to sign a contract with Litho Press Inc., to provide production services of the Lions Roar Newsletter. The City of Leon Vally has created and distributed a City Newsletter since the early 1960's, and serves as an essential communication tool that keeps the residents informed about city news, events, and important announcements.

Bids were advertised for 30 days on the City's website, The Echo newspaper, and emailed to prior vendors. Only one bid was received by the deadline with one other bid received after the deadline.

FISCAL IMPACT

The cost of producing and mailing out the newsletter is in line with the current rates and is shown below.

Edition size	Year 1	Year 2	Year 3
16-page	\$5,819.00	\$5,935.38	\$6,054.09
12-page	\$5,196.00	\$5,299.92	\$5,405.92
8-page	\$3,997.72	\$4,077.67	\$4,159.23
4-page	\$3,300.68	\$3,366.69	\$3,434.02

Special Editions	Year 1	Year 2	Year 3
4-page	\$3,300.68	\$3,366.69	\$3,434.02
8-page	\$3,997.72	\$4,077.67	\$4,159.23
12-page	\$5,196.00	\$5,299.92	\$5,405.92

Price per additional 250 issues: \$ 358.10

Price per additional insert: \$ 1,637.05 8.5 x 11 printing 4/4 includes hand inserting

Price per additional fee(s): \$ To Be Determined
(specify items and cost)

* Prices based on current postal rates and will need to be adjusted with USPS rate increases.

RECOMMENDATION

City Council Discretion.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary