

STAFF REPORT

Meeting Type: Board of Directors

Title: Amendment No. 2 to General Services Agreement MA-6155 with Bacchus

Press for District-wide Printing Services

From: Adriane Mertens, Communications & Public Affairs Manager

Through: Ben Horenstein, General Manager

Meeting Date: January 7, 2025

TYPE OF ACTION: X Action Information Review and Refer

RECOMMENDATION: Approve Amendment No. 2 to General Services Agreement No. 6155 with Bacchus Press, Inc., for District-wide printing services for a total not-to-exceed amount of \$150,000 and authorize the General Manager to execute same

SUMMARY: The District's current contract with its printing services vendor is expiring and in order to extend the contract period through October 31, 2025 and continue printing services for a number of projects including customer mailings, bill inserts, outreach and education campaigns, signage and more, the contract must be amended and additional funds added to the contract. Staff is proposing to increase the total contract funds to \$150,000 for this purpose.

DISCUSSION: Marin Water works with an outside printing services vendor to print materials for a number of both ongoing and one-time projects including customer mailings, bill inserts, outreach and education campaigns, signage, and more. The District engaged in a robust and competitive process to select the vendor to perform this scope of work.

An request for proposals for print services was last conducted in late 2022 and Bacchus Press, Inc. was awarded the one-year General Services contract for a total not-to-exceed amount of \$100,000, with the option to twice extend the contract in one-year increments if the services remained satisfactory.

In November 2024, the contract with Bacchus Press, Inc. was amended to extend the duration of the terms to October 31, 2024. Staff now wishes to amend the contract once more to extend the duration of the term to October 31, 2025. Bacchus Press, Inc. has requested a nominal increase to their fee schedule of approximately 4.5% due to inflation. Factoring in this small fee schedule increase, staff also seeks to increase the overall amount of the contract to a total not-to-exceed amount of \$150,000 in order to cover the cost of anticipated printing needs for another year. If approved, the Amendment No. 2 to this contract will extend the term of the contract to October 31,

2025 and add \$50,000 of additional funds for a total not-to-exceed amount of \$150,000. The contract services are provided on an as-needed basis.

ENVIRONMENTAL REVIEW: Not applicable.

FISCAL IMPACT: This contract amendment adds an additional \$50,000 in anticipated printing services to the existing contract, which is budgeted for within the District's existing printing services budget.

ATTACHMENT(S):

1. Amendment No. 2 to MA-6155 for District-wide Printing Services.

DEPARTMENT OR DIVISION	DIVISION MANAGER	APPROVED
Communications & Public Affairs	allyne Mesters	De Haraste.n
	Adriane Mertens	Ben Horenstein
	Communications & Public Affairs Manager	General Manager