



# APPROVAL OF BLANKET PURCHASE ORDER FOR PUBLIC NOTICE PRINTING SERVICES

City Council Meeting  
February 25, 2020

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# CURRENT

- The Planning Division within the Planning and Economic Development Department (PED) has specific requirements related to public noticing for projects during various phases of entitlement application review. In accordance with the approval of the Zoning Code Text Amendments by City Council on April 2, 2019, PED enhanced the public notices by creating a postcard for distribution.

# PROPOSED

- City staff issued an informal Request for Quote, notifying all local vendors including our current print services contractor, Clone Digital Print.
- Of the seven local prospective bidders, Minuteman Press of Santa Rosa was considered the lowest responsive and responsible bid.

# PROPOSED (Continued)

- It is unknown as to the number of public hearing notices required each fiscal year since it is driven by the number of permits received in the Planning Division. The BPO is established for a 5-year period for a not to exceed amount of \$175,000 and confirms the City will receive the same sliding scale rate for printing services for the full term of the BPO.

# BENEFIT

- Any increased cost associated with the production and distribution of the new postcard notices, coupled with the increased mailing radius and the addition of tenant mailing, is anticipated to be offset by the City staff time saved in preparing and mailing the notices, as well as the replacement and maintenance savings associated with the Department's mailing equipment.

# RECOMMENDATION

- It is recommended by the Planning and Economic Development and Finance Departments that the Council, by resolution, approve award of a 5-year Blanket Purchase Order with Minuteman Press of Santa Rosa, Santa Rosa, California for printing of public notice postcards services, in the amount not to exceed \$175,000.

# QUESTIONS?