



AGENDA ITEM REPORT

DATE: February 6, 2018
DEPARTMENT: Procurement Management
REQUESTER: Mary Tucker
TITLE: Award Contract for the Purchase and Delivery of Printed Items

I. MOTION REQUESTED

A) Award Invitation to Bid No. B170364KLC Contract Printing to Strategy Marketing Group, Inc. dba Panther Printing for the purchase and delivery of printed items to include envelopes, brochures, business cards and four-color process printing items on an as needed basis as approved in the departments' annual adopted budgets for an initial term of two years.

B) Authorize the Chair to execute the contract documents on behalf of the Board of County Commissioners.

C) Grant the Director of Procurement Management the authority to negotiate renewals and/or extensions of the contract, including changes in price, and to execute all associated documents for up to three additional one-year periods, with County Administration approval, as approved in the departments' annual adopted budgets, if doing so is in the best interest of Lee County.

II. ITEM SUMMARY

Awards Invitation to Bid No. B170364KLC Contract Printing to Strategy Marketing Group, Inc. dba Panther Printing to provide printed items, including envelopes, brochures, business cards and four color process printing items, on an as needed basis for an initial term of two years. Total expenditures for these services during Fiscal Year 2016-2017 were approximately \$149,246.39.

III. BACKGROUND AND IMPLICATIONS OF ACTION

A) Board Action and Other History

On September 22, 2017, the Department of Procurement Management advertised Invitation to Bid No. B170364KLC, Contract Printing, to solicit bids from companies to provide printed items, which include envelopes, brochures, business cards, and four-color process printing items, on an as needed basis. On the bidding deadline of October 24, 2017, Procurement Management received two bids. Procurement Management reviewed the bids and staff is recommending that the Board award the contract to Strategy Marketing Group, Inc. dba Panther Printing.

B) Policy Issues

C) BoCC Goals

D) Analysis

E) Options

IV. FINANCIAL INFORMATION

A)	Current year dollar amount of item:	See comments below.
B)	Is this item approved in the current budget?	Yes
C)	Is this a revenue or expense item?	Expense
D)	Is this Discretionary or Mandatory?	Discretionary
E)	Will this item impact future budgets? If yes, please include reasons in III(D) above.	Yes
F)	Fund: Program: Project: Account Strings:	
G)	Fund Type?	
H)	Comments: Expenditures will be as needed and within the departments' annual approved, adopted budgets.	

V. RECOMMENDATION

Approve

VI. TIMING/IMPLEMENTATION

VII. FOLLOW UP

ATTACHMENTS:

Description	Upload Date	Type
Proposed Contract	1/17/2018	Contract

REVIEWERS:

Department	Reviewer	Action	Date
Procurement Management	Tucker, Mary	Approved	1/19/2018 - 11:26 AM
Budget Services	Henkel, Anne	Approved	1/19/2018 - 3:01 PM
Budget Services	Winton, Peter	Approved	1/22/2018 - 9:43 AM
County Attorney	Fraser, Andrea R.	Approved	1/22/2018 - 11:36 AM
County Manager	Brady, Christine	Approved	1/25/2018 - 10:31 AM