



AGENDA ITEM REPORT

DATE: March 16, 2021
DEPARTMENT: Procurement Management
REQUESTER: Mary Tucker
TITLE: Award Contracts for Contract Printing - Countywide

I. MOTION REQUESTED

- A) Award Invitation to Bid No. B200401DWJ, Contract Printing – Annual, to Swift Print Service, Inc., Direct Impressions, Inc., Palm Printing/Printers Ink, Corp., and Strategy Marketing Group, Inc. dba Panther Printing to provide countywide printing services, on an as needed basis, for an initial term of three years, as approved in the departments’ annual adopted budgets.
- B) Authorize the Chair to execute the contract documents on behalf of the Board of County Commissioners.
- C) Grant the County Manager or designee the authority to renew the contracts, for up to three additional years, and to execute all associated documents, as approved in the departments’ annual adopted budgets, if doing so is in the best interest of Lee County, and there are no cost increases associated with the renewals.

II. ITEM SUMMARY

Awards competitively solicited contracts to a selection of responsive and responsible bidders as follows: Swift Print Service, Inc., Direct Impressions, Inc., Palm Printing/Printers Ink, Corp., and Strategy Marketing Group, Inc. dba Panther Printing. The vendors were awarded as prime, secondary, or tertiary based on the category of printing services provided. The contracts will provide countywide printing services, on an as-needed basis for an initial three-year period as approved in the departments’ annual adopted budgets. The contracts can be renewed up to three additional years, upon the agreement of all parties. Total expenditures for these services for Fiscal Year 2019 were \$145,467.15.

III. BACKGROUND AND IMPLICATIONS OF ACTION

A) Board Action and Other History

Procurement Management obtained bids for the project known as Invitation to Bid No. B200401DWJ, Contract Printing - Annual. On the bid deadline of December 2, 2020, Procurement Management received five submittals. After conducting an analysis of the bid submissions, it was determined to award to the following pool of vendors as prime, secondary or tertiary based on category of printing as follows:

Section	Prime	Secondary	Tertiary
1 – Business Cards	Swift Print Service	Direct Impressions	Panther Printing
2 – Envelopes	Palm Printing	Panther Printing	Swift Print Service
3 – Brochures	Swift Print Service	Panther Printing	Palm Printing
4 – Miscellaneous	By Quote	By Quote	By Quote

B) Policy Issues

C) BoCC Goals

D) Analysis

E) Options

IV. FINANCIAL INFORMATION

A)	Current year dollar amount of item:	See Comments.
B)	Is this item approved in the current budget?	
C)	Is this a revenue or expense item?	
D)	Is this Discretionary or Mandatory?	
E)	Will this item impact future budgets? If yes, please include reasons in III(D) above.	
F)	Fund: Program: Project: Account Strings:	
G)	Fund Type?	
H)	Comments:	

Expenditures will be on an as needed basis, as approved in the departments' annual adopted budgets.

V. RECOMMENDATION

Approve

VI. TIMING/IMPLEMENTATION**VII. FOLLOW UP****ATTACHMENTS:**

Description	Upload Date	Type
Proposed Contract - Direct Impressions	3/3/2021	Contract
Proposed Contract - Palm Printing	3/3/2021	Contract
Proposed Contract - Strategy Marketing	3/3/2021	Contract

REVIEWERS:

Department	Reviewer	Action	Date
Procurement Management	Tucker, Mary	Approved	3/3/2021 - 2:12 PM
Budget Services	Henkel, Anne	Approved	3/5/2021 - 8:35 AM
Budget Services	Winton, Peter	Approved	3/5/2021 - 8:37 AM
County Attorney	Swindle, Amanda	Approved	3/5/2021 - 4:38 PM
County Manager	Winton, Peter	Approved	3/8/2021 - 10:12 AM