



## Town Council Agenda Report

**SUBJECT:** Resolution

**CONTACT PERSON/NUMBER:** Herb Hyman-(954) 797-1016

**TITLE OF AGENDA ITEM:**

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, ACCEPTING THE BIDS FOR PRINTING, TRANSFER TO FILM, AND MAILING SERVICES FOR THE TOWN NEWSLETTER.

**REPORT IN BRIEF:**

The Town distributes a newsletter to all residents every other month. A formal bid was conducted for all services related to the publishing and distributing of this newsletter. Services were bid separately and combined to determine whether there was a cost savings if one company was able to perform either 2 or all 3 of the services required. After reviewing the bids received, it is recommended that Gannett Offset Florida be awarded the printing and transfer to film services and Able Data Corporation be awarded the mailing services. The Town received seven (7) bids. The printing and transfer to film services are currently being provided by Gannett Offset Florida who is again the lowest bidder. Able Data underbid our current vendor, Gilmore Assoc., for the mailing service. The initial contract is a one (1) year agreement with an option to renew for one (1) additional year by mutual agreement of the parties. Extensions, if appropriate, will be handled administratively by staff.

**PREVIOUS ACTIONS:**

Not applicable.

**CONCURRENCES:**

All bids have been reviewed by the Public Relations Coordinator and the Bid Specification Committee who concur with the decision to award to Gannett Offset Florida for printing and transfer to film services and to Able Data Corporation for mailing services.

**FISCAL IMPACT:**

Has request been budgeted?    yes

    If yes, expected cost \$48,000.00

        Account Name: Community Services-Contractual Services Account

    Additional Comments: Not applicable

**RECOMMENDATION(S):**

Motion to approve the resolution.

**Attachment(s):**

    Resolution  
    Procurement Authorization  
    Bid Opening Report  
    Bid Tabulation

Item No.

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, ACCEPTING THE BIDS FOR PRINTING, TRANSFER TO FILM, AND MAILING SERVICES FOR THE TOWN NEWSLETTER.

WHEREAS, the Town is in need of printing, transfer to film, and mailing services for the Town newsletter; and

WHEREAS, the Town solicited sealed bids for such services; and

WHEREAS, after review, the Town Council wishes to accept the bid of Gannett Offset Florida for printing and transfer to film services and Able Data Corporation for mailing services.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The Town Council hereby accepts the bid of Gannett Offset Florida for printing and transfer to film services and Able Data Corporation for mailing services in accordance with unit pricing identified in Attachment "A". Should any of the contractors default for any reason during the term of this agreement, the Town will award to the next lowest bidder.

SECTION 2. The initial contract term is one (1) year with an option to extend the contract for one (1) additional year by mutual agreement of the parties. Contract extensions, if appropriate, will be handled administratively by staff subject to budgetary approval by Town Council.

SECTION 3. The Town Council hereby authorizes the expenditure from the Community Services-Contractual Services Account.

SECTION 4. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 1999

\_\_\_\_\_  
MAYOR/COUNCILMEMBER

Attest:

\_\_\_\_\_  
TOWN CLERK

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 1999