



AGENDA ITEM REPORT

DATE: April 16, 2024
DEPARTMENT: Procurement Management
REQUESTER: Mary Tucker
TITLE: Award Contract for Annual Printing Services Countywide

I. MOTION REQUESTED

- A) Award Invitation to Bid No. B240082CFC, Annual Printing Contract to the following vendors: Direct Impressions, Inc., Strategy Marketing Group, Inc. dba Panther Printing, and Swift Print Service, Inc. to provide countywide printing services, on an as-needed basis, for an initial term of one year, as approved in the departments' annual adopted budgets. Individual purchases in excess of \$100,000.00 will be presented to the Board for approval.
- 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 contract(s), for up to three additional one-year terms, 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 renewal(s).

II. ITEM SUMMARY

Awards competitively solicited contracts to a selection of responsive and responsible bidders as follows: Direct Impressions, Inc., Strategy Marketing Group, Inc. dba Panther Printing, and Swift Print Service, Inc. The vendors were awarded as primary, secondary, or tertiary based on the category of printing services they will provide.

The contracts will provide countywide printing services, on an as-needed basis, for an initial term of one year and may be renewed up to three additional one-year periods as approved in the departments' annual adopted budgets and upon agreement of all parties. Total expenditures for these services for Fiscal Year 2022-2023 were \$123,627.60 countywide.

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. B240082CFC, Annual Printing Contract. On the bid deadline of February 20, 2024, Procurement Management received four submittals. After conducting an analysis of the bid submissions, it was determined to award the following pool of vendors are primary, secondary, or tertiary based on category of printing as attached.
- 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.	
F)	Fund: Various funds Program: Project: Account Strings:	
G)	Fund Type?	Other: Various Department Funds
H)	Comments:	

V. RECOMMENDATION

Approve

VI. TIMING/IMPLEMENTATION

VII. FOLLOW UP

ATTACHMENTS:

Description	Upload Date	Type
Direct Impressions Vendor Executed Contract OCR	3/18/2024	Contract
Strategy Mktg dba Panther Printing Vendor Executed Contract OCR	3/18/2024	Contract
Swift Print Vendor Executed Contract OCR	3/22/2024	Contract
Price Comparison	3/18/2024	Backup Material
Pool of Vendors Per Category	3/22/2024	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Procurement Management	Tucker, Mary	Approved	4/4/2024 - 1:13 PM
Budget Services	Henkel, Anne	Approved	4/4/2024 - 1:36 PM
Budget Services	Winton, Peter	Approved	4/4/2024 - 2:36 PM
County Attorney	Holborn , Robert	Approved	4/9/2024 - 9:14 AM
County Manager	Winton, Peter	Approved	4/9/2024 - 9:25 AM