



## Cover Memorandum/Staff Report

**File #:** 20-184

**Agenda Date:** 5/19/2020

**Item #:** 6.R.1.

**TO:** Mayor and Commissioners  
**FROM:** Jennifer Alvarez, Purchasing Director  
**THROUGH:** George Gretsas, City Manager  
**DATE:** May 19, 2020

APPROVAL OF RESOLUTION NO. 06-20 TO AWARD AN AGREEMENT WITH GOLDSTAR GRAPHICS, INC. DBA MINUTEMAN PRESS DELRAY BEACH FOR PRINTING SERVICES PURSUANT TO SOLICITATION NO. ITB 2020-010

**Recommended Action:**

Motion to Approve Resolution No. 06-20 to award an Agreement with Goldstar Graphics, Inc. dba Minuteman Press Delray Beach for Solicitation No. ITB 2020-10 Printing Services in the amount of \$24,000 for the initial term, of which \$24,000 is budgeted in FY 2020, and authorize the City Manager to approve renewal options, in the same amounts, contingent on appropriation of funds.

**Background:**

On November 26, 2019, the City of Delray Beach Purchasing Department issued ITB No. 2020-010 for printing services. Eight bids were received from Goldstar Graphics, Inc. dba Minuteman Press Delray Beach, Panther Printing, Copans Printing, MLI Marketing Solutions, Elevate Fate, Superior Office Services, LLC, Promostuff 4 You, and IGT Graphics. Goldstar Graphics, Inc. dba Minuteman Press Delray Beach has been deemed the responsive and responsible vendor recommend for award. The term of the Agreement will be for one (1) year with the option to renew for two additional one-year periods.

The Agreement provides printing services to produce letterhead, envelopes, and business cards, on as-needed basis for various City Departments:

Estimated Department Allocations	
City Attorney	\$100
City Commission	\$100
City Clerk	\$200
City Manager	\$100
Development Services	\$1000
Finance	\$7000
Fire	\$500
Fleet	\$1000
Human Resources	\$100
IT	\$500

Neighborhood & Community Services	\$2500
Parks & Recreation	\$650
Police	\$5000
Public Works	\$2700
Purchasing	\$500
Utilities	\$2100

Should the City exercise all renewal options provided in the agreement, the cumulative Agreement value is priced below.

Estimated Contract Value	
Initial Term (one-year)	\$24,000
Renewal Term 1(one-year):	\$24,000
Renewal Term 2 (one-year):	\$24,000
\$72,000	

This motion is in accordance with Code of Ordinances Section 36.02 Commission Approval Required.

**City Attorney Review:**

Approved as to form and legal sufficiency.

**Funding Source/Financial Impact:**

Please include a comprehensive and complete fiscal analysis of the item and full justification.

Department	Funding Source
City Attorney	001-14-000-514-51.10
City Commission	001-11-000-511-5115
City Clerk	001.15.000.512.51-10
City Manager	001-12-000-512.51-10
Development Services	001-26-200-515-51-10
	001-26-220-524-54-10
Finance	001-13-000513-47.10
Fire	001-22-000-522.47-10
Fleet	501-43-000-549.51-15
Human Resources	001-17-000-513-51.10
IT	001.16.000.516.5110
Neighborhood & Community Services	001-24-240-524-51-10

Parks & Recreation	001-72-000-572.51-10
	001-72-720-572.51-10
	001-72-731-572.51-10
	001-72-732-572.51-10
	001-72-732-572.51-10
	001-72-734-572.51-10
	001-72-735-572.51-10
	001-72-736-572.51-10
	001-72-737-572.51-10
	001-72-738-572.51-10
Police	001-1-110-521-47.10
Public Works	001-42-361-519-51.10
	001-45-150-545-51.10
	001-42-000-519-51.10
	001-41-000-534-51.10
	448-38-000-538
Purchasing	001-19-000-513-51-10
Utilities	441-36-000-36.51-10
	441-270-536.51-10
	441-36-283-536.51-10

**Timing of Request:**

Approval of this agreement allows printing, on as-needed basis for various City Departments.