



Town of Vienna

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Town Hall
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Vienna VA, 22180

Legislation Text

File #: 16-180, **Version:** 1

Subject:

Award IFB17-01 to Day & Night Printing for Printing and Mail Preparation of Vienna Voice.

EXPLANATION AND SUMMARY :

The Public Information Office recommends that IFB17-01 be awarded to Day & Night Printing in an amount not to exceed \$22,008 for printing and mail preparation of 12 issues of the Vienna Voice newsletter in FY2017. The proposed amount is \$2,460 more for the year (\$205/issue) than current charges because it includes color photographs (instead of black and white photos). The PIO office believes that the impact of utilizing color photographs in the Town's flagship publication makes the modest additional expense worthwhile.

Five responses were received through the Town's IFB; a summary of responses is attached as is a summary report and award recommendation from the Town's purchasing agent.

Departmental Recommendation : Recommend approval.

Finance Recommendation : Recommend approval.

Purchasing Recommendation : Recommend approval

Town Attorney Recommendation : The Town has competitively bid the proposed printing contract to the lowest responsive and responsible bidder in the discretion of the Town Council.

Town Manager's Recommendation : I recommend the Town Council award an IFB to Day and Night Printing as presented.

Cost and Financing: \$22,008

Account Number: 100-102-1021-11260-47205

Decision Needed by This Date: July 15, 2016

PROPOSED/SUGGESTED MOTION

"I move to award IFB 17-01 in an amount not to exceed \$22,008, payable from account noted above, to Day & Night Printing for mail preparation and printing of 12 issues of the Vienna Voice newsletter to include color photographs."

Or

Other action deemed necessary by Council.