



Town of Vienna

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Town Hall
127 Center Street South
Vienna VA, 22180

Legislation Text

File #: 18-859, **Version:** 1

Subject:

Renewal of Annual Contract with Day & Night Printing for Printing and Mail Preparation of Town's Monthly Newsletter, Vienna Voice

EXPLANATION AND SUMMARY :

Day & Night Printing was awarded IFB 17-01 for newsletter printing and mail preparation in July 2016. In October last year, a change order to the renewed contract was implemented after Council approved in August mailing the newsletter to all Town businesses as well as residences.

Day & Night has agreed to renew the contract for a second year (up to four one-year renewals are allowed) at current pricing. The Communications and Marketing Office requests that Council approve extension of this contract for FY19 at the current pricing of \$2,134 monthly for 6,950 newsletters or \$25,608 annually.

Departmental Recommendation : The Communications and Marketing Office recommends approval.

Finance Recommendation : Recommend contract renewal.

Purchasing Recommendation : Recommend approval.

Town Attorney Recommendation : The Town may renew and extend its contract for printing with Day & Night Printing or solicit bids in the discretion of the Town Council.

Town Manager's Recommendation : I recommend the Town Council approve of FY19 renewal of the contract with Day & Night Printing as presented.

Cost and Financing: \$25,608

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

Decision Needed by This date: June 4, 2018

PROPOSED/SUGGESTED MOTION

"I move to approve FY19 renewal of the contract with Day & Night Printing for \$25,608 annually for printing and mail preparation of the Town's monthly newsletter."

Or

Other action deemed necessary by Council.