



County of San Mateo

Inter-Departmental Correspondence

Department: HUMAN RESOURCES

File #: 21-392

Board Meeting Date: 5/18/2021

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors
From: Rocio Kiryczun, Human Resources
Subject: Contract Awards for Request for Proposal 1437 for Printing Services

RECOMMENDATION:

Adopt a resolution authorizing the County to enter into two agreements for printing and graphic design services for County Departments, one with Office Depot, LLC (Office Depot) and the other with VINVIC Enterprises, Inc DBA Minuteman Press (Minuteman), each with a not-to-exceed amount of \$1,000,000 and a term of May 18, 2021 through May 17, 2024, with an option for the County to extend the term for an additional two years.

BACKGROUND:

The County's printing services previously have been handled individually by County departments on an as-needed basis. In order for the County to be cost-effective and leverage best pricing, Procurement conducted a County-wide RFP process to find vendors that could serve the wide variation in printing needs from the County departments and improve the service turn-around times. Through the RFP process, two vendors were selected to provide printing and graphic design services to all County departments: Office Depot and Minuteman.

DISCUSSION:

Both vendors are highly experienced and have provided discounted prices due to the volume of use. Office Depot has locations within the County and nationally. Minuteman has a large printing facility located within the County.

Staff recommend that this Board authorize the County to enter into agreements with both Office Depot and Minuteman, with each agreement having a not-to-exceed amount of \$1,000,000 and a term of three (3) years with an option for the County to extend the term for an additional two years. The agreement and resolution have been reviewed and approved by County Counsel as to form.

PERFORMANCE MEASURE:

Measure	FY 2021-22	FY 2022-23	FY 2023-24
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Percent of printing jobs completed by due date	100%	100%	100%
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FISCAL IMPACT:

The two agreements each have a not-to-exceed amount of \$1,000,000 and a term of May 18, 2021 through May 17, 2024 with an option to extend for an additional two years. The County departments that will be utilizing services under these agreements have included printing services in their FY 2021-22 Recommended Budget and similar arrangements will be made in future budget years.