



# City Council Memorandum

*City of Arts & Innovation*

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**TO: HONORABLE MAYOR AND CITY COUNCIL                      DATE: JUNE 17, 2025**

**FROM: FINANCE DEPARTMENT                                      WARDS: ALL**

**SUBJECT: APPROVE THE SERVICES AGREEMENT WITH MAINSTREET COMMUNICATION, INC. DBA PRINTMYSTUFF.COM FOR CITYWIDE PRINTING SERVICES IN THE AMOUNT OF \$750,000 FOR THE INITIAL ONE-YEAR TERM WITH THE OPTION TO EXTEND FOR FOUR ADDITIONAL ONE-YEAR TERMS WITH AN ANNUAL AMOUNT OF \$750,000, FOR A TOTAL CONTRACT AMOUNT OF \$3,750,000; AUTHORIZE A 20% CHANGE ORDER AUTHORITY OF \$750,000 FOR A TOTAL CONTRACT AMOUNT NOT TO EXCEED \$4,500,000**

**ISSUE:**

Approve the Services Agreement with Mainstreet Communication, Inc. dba PrintMyStuff.com of Riverside, CA, for Citywide Printing Services in the amount of \$750,000 for the initial one-year term with the option to extend for four one-year terms at \$750,000 annually, for a total contract amount of \$3,750,000. Additionally, authorize a 20% change order authority of \$750,000 for a total contract amount not to exceed \$4,500,000.

**RECOMMENDATIONS:**

That the City Council:

1. Approve the Services Agreement with Mainstreet Communication, Inc dba PrintMyStuff.com for Citywide printing services in the amount of \$750,000 for the initial one-year term with the options to extend for four one-year terms;
2. Authorize the City Manager or Designee, to execute all term extensions with an annual contract amount of \$750,000 for a total contract of \$3,750,000;
3. Authorize 20% change order authority of \$750,000 over the full contract term for a total contract amount not to exceed \$4,500,000; and
4. Authorize the City Manager, or his designee, to execute the Services Agreement with Mainstreet Communications, Inc., and any other documents to effectuate the agreement including making minor non-substantive changes.

**BACKGROUND:**

The City has engaged various vendors over the years to fulfill a range of printing service needs, including mailers, envelopes, letterheads, postcards, and business cards. These services vary based on departmental requirements. For example, Public Utilities relies on billing and customer service request envelopes, while the Community and Economic Development Department utilizes mailers and postcards to inform residents of citywide updates.

To streamline the City's printing services, a Request for Proposals (RFP) No. 2037 for Citywide Printing Services was issued in 2021. The objective was to consolidate as many departmental printing needs as possible under a single contract, ensuring efficiency and cost-effectiveness. As a result, the contract was awarded to Mainstreet Communications, Inc. dba PrintMyStuff.com on September 6, 2022 for a one-year term with the option to extend for four one-year terms at an annual contract amount of \$930,720.

After three years under the original agreement, it became clear that the scope of services was not adequate to meet all of the City's printing needs. As a result, the City chose not to exercise the remaining optional extensions. Instead, a new RFP was issued to ensure comprehensive coverage of all required services and to include markup pricing for additional items not explicitly listed in the initial agreement.

Additionally, after reviewing the expenditures over the past three years, it was found that the highest annual spend reached \$680,802. Based on this analysis, the City has decided to reduce the requested annual contract amount from \$930,720 to \$750,000. This adjustment ensures adequate coverage for future cost increases due to Consumer Price Index (CPI) adjustments while aligning more closely with historical spending trends.

**DISCUSSION:**

On January 24, 2025 the Purchasing Division posted RFP No. 2384 for Citywide Printing Services through the electronic bidding portal to solicit proposals from qualified companies. A total of seven hundred forty (740) vendors were notified upon posting via the online bidding portal. Forty six (46) Prospective Bidders registered on the project, and the RFP closed on February 25, 2025 with a total of six proposals, all of which were deemed responsive.

On March 21, 2025, the Evaluation Committee, comprised of staff members from the Public Utilities, Police, and Marketing and Communications Departments, reviewed and scored the proposals based on the products offered, performance capabilities, and qualifications and experience. All scores were calculated, incorporating the weighted evaluation of proposed pricing. As a result, Mainstreet Communications, Inc. was determined to be the most qualified consultant to provide the services outlined in the RFP.

Purchasing Resolution 24101, section 508 (c) states that "Contracts procured through Formal Procurement for Services or Professional Services, where a Request for Proposal or Request for Qualifications was used to solicit Bids, shall be awarded by the Awarding Entity in accordance with the evaluation criteria set forth in the Request for Proposals or Request for Qualifications, except that a local Proposer may be given preference pursuant to Section 704 "Preference Policy", where the difference in price proposal between the local Proposal and the lowest price proposal does not exceed five percent (5%) of the lowest price proposal."

Ranking	Company	Location	Total Average Scores
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1	<b>Mainstreet Communication, Inc.</b>	<b>Riverside, CA</b>	<b>85.54</b>
2	Infinite Graphics, LLC	Walnut, CA	60.66
3	Precision Offset, Inc.	Tustin, CA	57.26
4	FPC Graphics	Riverside, CA	56.66
5	Advantage Mailing LLC	Anaheim, CA	53.42
6	Wiz & Company Printing, Inc.	Colton, CA	43.08

The Purchasing Manager concurs that the recommendation is in accordance with Purchasing Resolution 24101 section 508 (c).

### **STRATEGIC PLAN ALIGNMENT:**

The agreement contributes to Strategic Priority 5 – High Performing Government and Goal 5.3: Enhance communication and collaboration with community members to improve transparency, build public trust, and encourage shared decision-making from the Envision Riverside 2025 Strategic Plan.

The services provided in the agreement are aligned with each of the following Cross-Cutting Threads as follows:

1. **Community Trust** – The services provided will ensure that City departments have resources for print communication with the community. The agreement approval process occurs during public meetings that allow for public comment.
2. **Equity** – The services provided in the agreement will help support the City’s efforts to provide a variety of resources for print communication to the public. Having various options to communicate with the community ensures that all residents receive information in the manner most helpful to them.
3. **Fiscal Responsibility** – The procurement process allows for an opportunity to ensure that costs for this service are aligned with department budgets and that services are the most cost effective.
4. **Innovation** – The printing services will provide up to date notices and alerts to residents for various types of meetings such as outreach, notifications, and alerts.
5. **Sustainability & Resiliency** – The printing services will provide a variety of printing services, including but not limited to, utility billings and customer notifications.

### **FISCAL IMPACT:**

The total fiscal impact for the initial year of the contract is \$750,000 and the total five-year term of the contract is \$3,750,000, allocable to each Department’s adopted and available budgeted funds. Appropriations for future fiscal years will be included in the department’s budget submissions for those fiscal years to be presented to the City Council for approval.

Prepared by: Jennifer McCoy, Purchasing Manager  
 Certified as to

availability of funds: Kristie Thomas, Finance Director/Assistant Chief Financial Officer  
Approved by: Edward Enriquez, Assistant City Manager/Chief Financial  
Officer/Treasurer  
Approved as to form: Rebecca McKee-Reimbold

Attachments:

1. Services Agreement
2. Award Recommendation