



REPORT TO CITY COUNCIL

To: Honorable Mayor and Members of the City Council

From: Jason Simpson, City Manager

Prepared by: Johnathan Oliver Skinner, Director Of Community Services

Date: November 14, 2023

Subject: Professional Services Agreement with Hit Print, Inc.

Recommendation

Approve and authorize the City Manager to execute a five-year Professional Services Agreement with Hit Print, Inc. in an amount not to exceed \$75,000 (\$15,000 per year) for printing and marketing for events and other needs in such final form as approved by the City Attorney and authorize the City Manager to execute change orders not exceeding a 10% contingency of \$7,500 for uncertainties and adjustments.

Background

The Community Service Department utilizes Hit Print, Inc. for a variety of printing and marketing needs, including signs and banners and promotional items. Services are utilized by Special Events, Launch Pointe, LCC, DENC, and Senior Center.

Discussion

Community Service Department staff have been pleased with the services provided by Hit Print, Inc. in the past. This three-year agreement with two optional annual extensions will provide for continuity and flexibility in ordering printed items, which are often needed on short notice and within a tight timeframe.

Fiscal Impact

The funding for printing, marketing, and promotional items is available in each of the budget areas within the Community Service Department operating budget.

Attachments

Attachment 1 – Agreement
Exhibit A – Proposal