



City of Oregon City

625 Center Street
Oregon City, OR 97045
503-657-0891

Staff Report

File Number: 18-298

Agenda Date: 6/20/2018

Status: Consent Agenda

To: City Commission

Agenda #: 8g.

From: Community Development Director Laura Terway

File Type: Contract

SUBJECT:

Personal Services Agreement with Buel's Impressions Printing

RECOMMENDED ACTION (Motion):

Staff recommends the City Commission approve the Personal Services Agreement with Buel's Impressions Printing in the total not-to-exceed amount of \$60,000 and authorize the City Manager to execute the agreement.

BACKGROUND:

In May 2018, staff solicited quotes for printing and mailing of neighborhood association meeting notifications. The request went directly to fourteen different companies and the City received only three quotes. Buel's Impressions Printing was the lowest quote received. This agreement is for a two-year period with the option to renew for up to an additional two years.

BUDGET IMPACT:

Amount: \$60,000

FY(s): 2017 - 2019 and 2019 - 2021

Funding Source: General Fund