



Administrative Report

H.15., File # 23-6726

Meeting Date: 9/19/2023

To: MAYOR AND CITY COUNCIL

From: MIKE COOK, INFORMATION TECHNOLOGY DIRECTOR

TITLE

APPROVE AN AGREEMENT WITH LEWIS STANLEY, INC. DBA MINUTEMAN PRESS OF REDONDO BEACH, LLC FOR PRINT AND COPY SERVICES IN AN AMOUNT NOT TO EXCEED \$34,988.69 FOR THE TERM SEPTEMBER 19, 2023 TO SEPTEMBER 18, 2025

EXECUTIVE SUMMARY

Lewis Stanley, Inc. (DBA Minuteman Press of Redondo Beach, LLC) will complete on-call production and high-volume printing services on an as-needed basis in support of various city operations including, but not limited to the printing of Business Cards, Letterhead, Envelopes, Brochures, Newsletters, Postcards, Business Forms, Flyers, Posters, Banners, Signs, Graphics and Branded Items. Lewis Stanley is a local business with a state-of-the-art facility and comes highly recommended by its customers.

BACKGROUND

The Information Technology Department has historically staffed and maintained an in-house print shop for the production of high-volume documents necessary for City operations. The print shop is currently equipped with a black and white production print machine that is well beyond its usable lifespan and in need of replacement. The machine is no longer supported by its manufacturer and is serviced by a third-party vendor when issues arise with no guarantees of repair. The facility also features several other specialized pieces of equipment from document folders, to envelope printers, staplers, hole punches, cutters and binders, which are in need of replacement and very resource-intensive to operate and maintain.

Each year, the Information Technology Department allocates the equivalent of one full-time employee to support the ageing print systems and execute printing projects. The cost of outfitting the print shop with the replacement equipment necessary to reach industry standard levels of production and automation could reach beyond \$500,000 and still provide only a limited set of services. From a staffing perspective, outsourcing some of the internal print services and reallocating IT staff to other core functions has the potential to enhance the Department's overall contribution to the organization.

Additionally, the print shop and adjoining storerooms currently occupy approximately 1,500 square feet of desirable ground-level, street-facing office space in City Hall. A transition from in-house print services to third parties would potentially free the space eliminating the City's reliance upon leased office buildings to house other City personnel.

With the City moving toward paperless forms of business transactions, staff recommends to move forward with a pilot program to test the cost, feasibility, quality, variety of services and timeliness of using a third-party for its print production needs which cannot be met by the City's fleet of copiers and printers. Approval of this agreement would implement one of two proposed third-party print providers and allow the Department to test the out-sourced printing model.

COORDINATION

Information Technology staff coordinated the preparation of the agreement with the Departments that routinely request print services. The agreement has been approved as to form by the City Attorney's Office.

FISCAL IMPACT

Funding for the proposed Agreement is available in the Information Technology Department's FY 2023-24 adopted annual budget. The total not to exceed cost of the agreement is \$34,998.69.

APPROVED BY:

Mike Witzansky, City Manager

ATTACHMENTS

- Agmt - Lewis Stanley, Inc., DBA Minuteman Press Redondo Beach, LLC for On-Call Production and High-Volume Printing Services
- Insurance - Lewis Stanley, Inc., DBA Minuteman Press Redondo Beach, LLC