



Administrative Report

H.22., File # 23-6852

Meeting Date: 9/19/2023

To: MAYOR AND CITY COUNCIL

From: MIKE COOK, INFORMATION TECHNOLOGY DIRECTOR

TITLE

APPROVE AN AGREEMENT WITH CRISP ENTERPRISES, INC. FOR PRINT AND COPY SERVICES IN AN AMOUNT NOT TO EXCEED \$20,000 FOR THE TERM SEPTEMBER 19, 2023 TO SEPTEMBER 18, 2025

EXECUTIVE SUMMARY

Crisp Enterprises, Inc. (Crisp Enterprises) 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, printing of business cards, letterhead, envelopes, brochures, newsletters, postcards, business forms, flyers, posters, banners, signs, graphics and branded items. Crisp Enterprises 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 staff member 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, reducing the suit of internal print functions and reallocating IT staff time to core IT 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 party could free this space and reduce the City's reliance on leased office buildings to house other City personnel.

With the City moving toward paperless forms of business transactions, staff recommends the implementation of a pilot program to test the cost, feasibility, quality, variety of services, and

timeliness of using a third-party to satisfy its print production needs. The proposed agreement with Crisp Enterprises would initiate the pilot program.

COORDINATION

Information Technology staff coordinated with other Departments that routinely issue print work order request to help structure and scope the proposed services Agreement. The Agreement has been approved as to form by the City Attorney's Office.

FISCAL IMPACT

Funding for the agreement is available in the Information Technology Department's Fiscal Year 2023-24 adopted budget. The total not to exceed cost of the agreement is \$20,000.

APPROVED BY:

Mike Witzansky, City Manager

ATTACHMENTS

- Agmt - Crisp Enterprises, Inc.
- Insurance - Crisp Enterprises, Inc.