



# Administrative Report

---

H.6., File # 26-0310

Meeting Date: 3/10/2026

---

**To: MAYOR AND CITY COUNCIL**  
**From: MIKE COOK, INFORMATION TECHNOLOGY DIRECTOR**

## **TITLE**

APPROVE A SECOND AMENDMENT TO THE AGREEMENT FOR PROJECT SERVICES WITH LEWIS STANLEY, INC., DBA MINUTEMAN PRESS REDONDO BEACH, TO EXTEND THE TERM THROUGH SEPTEMBER 19, 2027 AND INCREASE THE NOT TO EXCEED AMOUNT FROM \$64,999 TO \$124,999

## **EXECUTIVE SUMMARY**

On September 19, 2023, the City Council approved an agreement with Lewis Stanley, Inc. (DBA Minuteman Press of Redondo Beach) for 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 business cards, letterhead, envelopes, brochures, newsletters, postcards, business forms, flyers, posters, banners, signs, graphics, and branded items. Lewis Stanley, Inc. is a local business with a state-of-the-art facility that has performed well for the City, including the majority of all print production related services for the City's new logo and brand mark. On November 19, 2024, the City Council approved an amendment to extend the term for one year and increase the not-to-exceed amount to \$64,999. The proposed second amendment would add an additional \$60,000 to the existing Agreement's compensation limit and extend the term from September 19, 2026 to September 19, 2027.

## **BACKGROUND**

The Information Technology Department previously maintained an in-house print shop for the production of high-volume documents necessary for City operations. A decision was made to outsource the bulk of the City's print operations in an effort to avoid the costs of replacing, maintaining, and staffing the existing print shop and to make better use of the physical space the print shop occupied in City Hall. Since partnering with Lewis Stanley, Inc., overall production printing costs have decreased while quality and turnaround times have improved.

Minuteman Press' responsiveness and continued delivery of successful services has encouraged staff to recommend approval of a second amendment to the Agreement to increase both the term and total not to exceed amount.

## **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 amendment is available in the Information Technology Department's FY 2025-26 Adopted Budget. The total not to exceed amount of the Agreement would increase from \$64,999 to \$124,999.

**APPROVED BY:**

*Mike Witzansky, City Manager*

**ATTACHMENTS**

- Agmt - Second Amendment to the Agreement with Lewis Stanley, Inc., DBA Minuteman Press Redondo Beach, LLC for On-Call Production and High-Volume Printing Services
- Agmt - First Amendment to the Agreement with Lewis Stanley, Inc., DBA Minuteman Press Redondo Beach, LLC, November 19, 2024
- Agmt - Original Agreement with Lewis Stanley, Inc., DBA Minuteman Press Redondo Beach, LLC, September 19, 2023
- Insurance - Lewis Stanley, Inc., DBA Minuteman Press Redondo Beach, LLC