

**CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
FEBRUARY 1, 2022 AGENDA**

Subject:	Type:	Submitted By:
AUTHORIZE AMENDMENT – PRINTING & MAILING SERVICES	◆ RESOLUTION ORDINANCE RECEIVE/FILE	MITCH BEAUMONT COMMUNICATION MANAGER

SYNOPSIS

A resolution has been prepared authorizing an amendment to the agreement with Colonial Press, La Vista, NE, to provide printing and mailing services associated with two (2) community event guides.

FISCAL IMPACT

The FY21/FY22 Biennial Budget provides funding for the proposed services.

RECOMMENDATION

Approval.

BACKGROUND

In December 2019, the City released an RFP for printing and mailing services for the Community Guide. The contract was awarded to Colonial Press, La Vista, NE, in January 2020. The agreement was for one (1) year of printing and mailing services, which would cover two (2) issues of the Guide.

The first Community Guide was printed in February 2020 and delivered to residents on March 1, 2020. Due to the start of the pandemic and the cancellation or postponement of many activities, the printing of additional Community Guides was suspended.

Staff has developed a Spring/Summer 2022 Community Guide to go out to residents on March 1, 2022. In order to keep our publication schedule, staff is requesting amending the end date of the current agreement to May 31, 2022 allowing for the second Community Guide to be published as per the agreement. The increased amount – not to exceed \$2,600 – will cover increases in postage prices, number of issues to accommodate population growth, and inflation of supply costs.

Staff is preparing an RFP for future printing and mailing services associated with the Community Guide, quarterly newsletters, and postcards. This RFP will be brought to City Council for approval at a meeting in the near future.

RESOLUTION NO. _____

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA AUTHORIZING AN AMENDMENT TO THE AGREEMENT WITH COLONIAL PRESS, LA VISTA, NEBRASKA, FOR COMMUNITY EVENT GUIDE PRINTING AND MAILING SERVICES.

WHEREAS, the Mayor and City Council have determined that printing and mailing services for the Community Event Guide are necessary; and

WHEREAS, proposals were solicited, and City Council approved an agreement with Colonial Press, La Vista, NE, on January 21, 2020; and

WHEREAS, it is determined that it is in the best interest of the City of La Vista to extend the agreement through May 31, 2022; and

WHEREAS, the FY21/22 Biennial Budget provides funding for the proposed services;

NOW, THEREFORE BE IT RESOLVED, by the Mayor and City Council of La Vista, Nebraska, that an amendment, in a form satisfactory to the City Administrator and City Attorney, be authorized with Colonial Press, La Vista, Nebraska, for Community Event Guide printing and mailing services.

PASSED AND APPROVED THIS 1ST DAY OF FEBRUARY 2022.

CITY OF LA VISTA

ATTEST:

Douglas Kindig, Mayor

Pamela A. Buethe, MMC
City Clerk

CITY OF LA VISTA, NEBRASKA

**AMENDMENT TO
AGREEMENT BETWEEN CITY AND VENDOR
FOR COMMUNITY EVENT GUIDE PRINTING AND MAILING SERVICES**

THIS AMENDMENT, known as Amendment No. 1, is made and entered into this _____ day of _____, 2022, by and between the City of La Vista, Nebraska, and Colonial Press, hereinafter the "Vendor";

1. ARTICLE II is hereby amended as follows:

Publication	Frequency	Cost Per Issue
Community Event Guide – Alternate 2 – 48 Pages	2 Issues	\$ 9,353.27
Community Event Guide – Alternate 2 – 52 Pages	2 Issues	\$ 11,441.18

2. ARTICLE III is hereby amended as follows: The Vendor shall commence work on February 1, 2020 and will complete all work covered by this contract on or before May 31, 2022.

All other provisions and articles of the January 21, 2020 agreement remain unchanged.

IN WITNESS WHEREOF, the City of La Vista, Nebraska has caused this Amendment No. 1 to be executed on its behalf, thereunto duly authorized, and the said Vendor has executed this Amendment in the prescribed form and manner, the day and year first above written.

CITY OF LA VISTA, NEBRASKA

(S E A L)

ATTEST:

Douglas Kindig, Mayor

Pamela A. Buethe, MMC
City Clerk

Colonial Press
Vendor

BY: _____
Signature

Printed Name, Title

(S E A L)

ATTEST:

Secretary

Address

City, State, Zip

Phone Number

Facsimile Number

Email Address

(If the president of the corporation or general partner of the partnership does not execute the Amendment, please provide documentation, which authorized the signatory to bind the corporation or partnership.)