

**Information to be included in all Legislation authorizing entering into a Contract:**

- 1. The names, contract compliance no. & expiration date, location by City/State and status of all companies (NPO, MAJ, MBE, FBE, HL1, AS1, or MBR) submitting a competitive bid or submitting an RFP or RFSQ.**

<u>Name</u>	<u>C.C. No./Exp. Date</u>	<u>City/State</u>	<u>Status</u>
1. The Herald, Inc.	27-3190748 / 01/09/2019	New Washington/OH	MAJ
2. Post Printing Co.	34-4419901 / 01/30/2017	Minster /OH	MAJ

- 2. What type of bidding process was used (ITB, RFP, RFSQ, Competitive Bid).**

Competitive Bid

- 3. List the ranking and order of all bidders.**

1. The Herald, Inc.
2. Post Printing Co

- 4. Complete address, contact name and phone number for the successful bidder only.**

The Herald, Inc.  
625 South Kibler St.  
New Washington, OH 44854  
Contact: Carol Aurand, ph: 614-738-2801

- 5. A full description of all work to be performed including a full description of work to be performed during any known phasing of the contract.**

The work to be performed under this contract will include prepress, printing, variable data imaging, finishing, fulfillment, CD production, and delivery services of the following items:

1. Quarterly billing inserts
2. Annual "Water for Living" Consumer Confidence Report
3. Department of Public Utilities Annual Report
4. Various one and two-sided door hangers as needed

- 6. A narrative timeline for the contract including a beginning date, beginning and ending dates for known phases of the contract and a projected ending date.**

This contract is expected to go into effect as soon as executed, estimated April 1, 2017 for a period of one year. Four annual extensions would permit the contract to be extended pending funding, review and approval of City Council. If all extensions are approved, this contract is estimated to expire on March 31, 2022.

- 7. A narrative discussing the economic impact or economic advantages of the project; community outreach or input in the development of the project; and any environmental factors or advantages of the project.**

The performance of this contract is to address ongoing needs for design, prepress, printing, variable data imaging, finishing, fulfillment, CD production, and delivery services of items used throughout the Department of Public Utilities to communicate with customers and residents on a variety of issues, including some mandated by the Environmental Protection Agency.

**8. An estimate of the full cost of the Contract including a separate estimate of any and all phases or proposed future contract modifications.**

The amount of \$128,097.50 would be utilized to fund the first year of this contract. If approved annual extensions of this contract will be funded incrementally with modifications on an annual basis. Four contract modifications are anticipated at this time. If unforeseen issues or difficulties are encountered that would require additional funding, a modification would be requested. The expected cost for this project is as follows:

Year 1: 4/2017 to 3/2018	\$128,097.50
Year 2: 4/2018 to 3/2019	\$130,000.00
Year 3: 4/2019 to 3/2020	\$130,000.00
Year 4: 4/2020 to 3/2021	\$130,000.00
Year 5: 4/2021 to 3/2022	\$130,000.00
Total	\$648,097.50

**9. Sub-Consultants identified to work on this contract, their contract compliance no. & expiration date, and their status (NPO, MAJ, MBE, FBE, HL1, AS1, or MBR):**

<u>Name</u>	<u>C.C. No./Exp. Date</u>	<u>Status</u>
No Subcontractors Identified		

**10. Scope of work for each subcontractor and their estimate of dollar value to be paid.**

No Subcontractors Identified