

May 6, 2013

TO: Gary Cavin, Director, Department of Technology

Through: Gwen Akrobettoe, Assistant Director, Department of Technology

From: Mark Freeman, Assistant Director, Department of Technology *Mark Freeman*

SUBJECT: Award of SA004909 Paper and Envelopes Printing Services

The Department of Technology (DoT), through utilization of an Invitation to Bid process, received 3 bids in response to SA004909 for purchase of Paper and Envelopes Printing Services. That solicitation stated that the City would award to the lowest and best bidder for each of the fourteen items included in the specification, and that “all or nothing” bids would not be accepted. I have reviewed the proposals received, and am recommending that award be made as follows:

- Items 1-4, 6-7, and 9-14 should be awarded to Print Solutions Today LLC in the amount of \$88,444.60
- Items 5 and 8 should be awarded to Information Data Products, Inc. in the amount of \$2,155.00

If you have any questions please contact Ivan King (645-8057).

CC: Ivan King, Operations Supervisor, Department of Technology
Bill Wight, Enterprise Architect, Department of Technology
Jim Bodi, Deputy Director, Department of Technology

