



City of Olathe

COUNCIL AGENDA ITEM

MEETING DATE: 3/19/2024

FOCUS AREA: Exceptional Services

STAFF CONTACT: Cody Kennedy/Erin Vader

SUBJECT: Consideration of approval of contract renewal with Single Source Printing, LLC to provide printing and mailing services for City of Olathe publications.

TITLE:

Consideration of approval of contract renewal with Single Source Printing, LLC to provide printing and mailing services for City of Olathe publications.

SUMMARY:

The City has utilized Single Source Printing, LLC to print and mail City of Olathe publications since 2018. Single Source Printing, LLC has been identified as the only local vendor to meet the production, printing, and mailing requirements for Olathe Life and Olathe Link catalogs. Delivery and mailing services for both catalogs are fulfilled in-house at a flat rate.

Staff will be analyzing current production and technology needs to determine the long-term printing needs for the City of Olathe publications. Staff recommends the renewal of a one-year contract with Single Source Printing, LLC.

FINANCIAL IMPACT:

Estimated annual expenditures for both catalogs are \$80,000. Funds are allocated in the Exceptional Services, Quality of Life and Infrastructure operating budgets.

ACTION NEEDED:

Approval of one year contract with Single Source Printing, LLC.

ATTACHMENT(S):

- A. Contract
- B. CER