

Purchasing Department  
300 W. Walker St.  
League City, TX 77573

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[www.leaguecitytx.gov](http://www.leaguecitytx.gov)

To: John Baumgartner, City Manager

From: Kimberly Corell

CC: Sarah Osborne, Director of Communications  
Angie Steelmen, Executive Director of Finance

Date: 8/29/2023

Re: Request for Proposal (RFP) No. 23-036 Printing and Mailing of City  
Matters  
Bid Evaluation and Award Recommendation


Enclosed for your review and approval is the award recommendation for **the Printing and Mailing of City Matters**.

### **HISTORY**

On June 29, 2023, Request for Proposal 23-036 The Printing and Mailing of City Matters was released to the public. The objective of the solicitation, was to find qualified proposers to provide printing, mailing services, and entire cost of postage for City Matters Magazine. The proposals were received and opened July 27, 2023 at 10:05 AM CST.

### **AWARD RECOMMENDATION**

After evaluating the **three proposals** received, the proposals were evaluated and tabulated. Based on the pricing as tabulated, the quality of print, and the qualifications and experience, the Purchasing Department recommends awarding the contract to Alliance Printing as the most qualified proposer.

DocuSigned by:  
  
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Kimberly Corell  
Interim Purchasing Manager