

To: John Baumgartner, City Manager

From: Lester Colbert, Purchasing Specialist

CC: Sarah Osborne  
Ashley Donde  
Ain McWilliams  
Mary Bradshaw

Date: 5/14/2026

Re: Request for Proposal (RFP) 26-034 Printing and Mailing Services of City  
Matters Magazine  
Evaluation and Award Recommendation

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Enclosed for your review and approval is the award recommendation for Printing and Mailing Services of City Matters Magazine, released RFP, Proposal Tabulations, recommended awardee's submission, and Evaluation Summary

### **HISTORY**

On April 2<sup>nd</sup>, 2026, Request for Proposal (RFP) **26-034** Printing and Mailing Services of City Matters Magazine was released to the public. The objective of the solicitation was to find qualified proposers to provide printing and mailing services of the City Matters Magazine at a price that is most advantageous to and best meets the needs of the City while taking into consideration the evaluation factors set forth in the RFP. The proposals were received and opened on April 30<sup>th</sup>, 2026, at 11a.m. CST.

### **AWARD RECOMMENDATION**

After receiving the **four (4) proposals**, the proposals were evaluated and tabulated. Based on scoring of the pricing as tabulated, qualifications and experience, quality and samples, location, project methodology and implementation, the Purchasing Department recommends awarding the contract to **Alliance Printing** as the highest scoring, most qualified responsive proposer.

Lester Colbert  
Purchasing Specialist