



Legislation Details (With Text)

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On agenda: 2/12/2024 **Final action:** 2/12/2024
Title: Water Quality Report Printing and Mailing Services

Attachments:

Date	Ver.	Action By	Action	Result
2/12/2024	1	City Council Business Meeting	Approve	

Water Quality Report Printing and Mailing Services

Action:

- A. Approve a unit price contract with Loftin & Company, Inc. for Water Quality Report printing and mailing services for an initial term of two years, and**
- B. Authorize the City Manager to renew the contract for up to two, two-year terms with possible price adjustments and to amend the contract consistent with the purpose for which the contract was approved.**

Staff Resource(s):

Angela Charles, Charlotte Water
David Czerr, Charlotte Water
Jennifer Frost, Charlotte Water

Explanation

- The contract will provide printing and mailing services for the Charlotte Water’s Annual Water Quality Report to satisfy regulatory reporting requirements for state and federal agencies. Charlotte Water is required to notify its entire service area.
- On November 28, 2023, the city issued a Request for Proposals (RFP); seven responses were received.
- Loftin & Company, Inc. best meets the city’s needs in terms of qualifications, experience, cost, and responsiveness to RFP requirements.
- Price adjustments may be considered based on legitimate and justified increases in the cost of doing business.
- Annual expenditures are estimated to be \$150,000.

Charlotte Business INclusion

Contract goals were not established on this contract as there were no viable subcontracting opportunities.

Fiscal Note

Funding: Charlotte Water Operating Budget