

Key Contract Terms

Type of Contract:

X__ Contract > \$500K

Vendor/Contractor Name: RR Donnelley & Sons Company

Contract control number: MPO 5963L0115

City's contract manager: Roy Lie

Was this contractor selected by competitive process? This MPO was awarded using a national cooperative agreement. The vendor was selected pursuant to the National Joint Powers Alliance (NJPA) contract 011211-RRD, which was competitively bid. The NJPA is a municipal contracting agency established by the State of Minnesota for government and education agencies.

Has this contractor provided these services to the City before? Individual City agencies, including the Elections Division, utilized RR Donnelley prior to the award of a Citywide Master Purchase Order.

Term/Duration of contract/project: November 25, 2015 to November 25, 2016, with four annual renewal options.

Is this a new contract? yes_ An amendment? no__ How many amendments? ____

Renewal terms: The City and the vendor may mutually agree to no more than four annual renewals, at the same terms and prices as those in the original Master Purchase Order.

Purpose: Professional printing and mailing services are provided to City agencies, tailored to the unique needs and requirements of individual agencies.

Scope of services with performance bench marks: Mailing services include mail processing, sorting and metering. Print services include photocopying, digital printing, four color printing, large format printing, and ballot printing. The Scope of Work includes an Implementation Plan with established milestones and deliverables. RR Donnelley reports monthly (or more frequently if needed) to the City's designated Contract Administrator.

Cost/value: \$20,000,000.00

Source of funds: General Services Central Services 01010 3011400
Individual City agencies are invoiced separately for the services that they order.

Benefit: Professional printing and mailing services, tailored to the unique needs of individual City agencies, at prices below market prices.

Termination provision for City and for contractor: The City may terminate, at any time and for any reason, immediately upon providing written notice.

Is this contract subject to: ___ W/MBE ___ DBE ___ ACDBE ___ SBE ___ XO 101

WBE/MBE/DBE commitments (construction, design, Airport concession contracts): Although this Agreement is exempt from the MWBE ordinance, due to it being a cooperative agreement, RR Donnelley has committed to a minimum of ten percent MWBE participation. RR Donnelley currently has three minority vendors who can provide quick copy printing, business cards, and envelopes under this agreement.

Location: Citywide

Affected Council District: All