



REQUEST FOR CITY COUNCIL ACTION

MEETING DATE:

June 20, 2018

DEPARTMENT:

Finance

DIVISION:

Purchasing

- ☒ Motion
- ☐ Resolution
- ☐ Ordinance - Introduction
- ☐ Ordinance - Adoption
- ☐ Public Hearing

TITLE:

Sole Source Contract: Official Advertising

SUMMARY RECOMMENDATION:

Award a five-year sole source contract for official advertising, renewable one year at a time, at an estimated average annual expenditure of \$53,000.00 for various City departments to:

Yuma Sun, Inc. Yuma, Arizona

(Bid #2018-20000182 - Citywide) (Robin R. Wilson)

REPORT:

Public notices relating to elections, planning and land use cases, water and sewer rates, solicitations, ordinances adopted by City Council, Truth-in-Taxation, and other public hearings are mandated by State law to be published. The City utilizes Yuma Sun, Inc. for the mandatory advertising of public notices since the Yuma Sun, Inc. is the only local newspaper in the community.

Mandated advertising equates to 70% of the actual expenditures. The remaining 30% is used to publish other special announcements to keep the community abreast of various activities sponsored by City departments such as recreation activities, cultural events and holiday schedules for solid waste collection.

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|------------------------|---|----------------------------|--|-------------|
| FISCAL REQUIREMENTS | CITY FUNDS: | \$53,000.00 | BUDGETED: | \$55,000.00 |
| | STATE FUNDS: | \$0.00 | AVAILABLE TO TRANSFER: | \$0.00 |
| | FEDERAL FUNDS: | \$0.00 | IN CONTINGENCY: | \$0.00 |
| | OTHER SOURCES: | \$0.00 \$0.00 \$0.00 | FUNDING FOR THIS ITEM IS FOUND IN THE FOLLOWING ACCOUNT / FUND / CIP: Various accounts | |
| | TOTAL: | \$53,000.00 | | |
| | FISCAL IMPACT STATEMENT: Funds are included in the FY2018-2019 operating budgets. | | | |
| ADDITIONAL INFORMATION | SUPPORTING INFORMATION NOT ATTACHED TO THE CITY COUNCIL ACTION FORM THAT IS ON FILE IN THE OFFICE OF THE CITY CLERK: 1. 2. 3. 4. 5. | | | |
| | IF CITY COUNCIL ACTION INCLUDES A CONTRACT, LEASE OR AGREEMENT, WHO WILL BE RESPONSIBLE FOR ROUTING THE DOCUMENT FOR SIGNATURE AFTER CITY COUNCIL APPROVAL? <input checked="" type="radio"/> Department <input type="radio"/> City Clerk's Office <input type="checkbox"/> Document to be recorded <input type="checkbox"/> Document to be codified | | | |
| SIGNATURES | CITY ADMINISTRATOR: | | DATE: | |
| | Gregory K. Wilkinson | | 6/11/2018 | |
| | REVIEWED BY CITY ATTORNEY: | | DATE: | |
| | Richard W. Files | | 6/11/2018 | |
| SIGNATURES | RECOMMENDED BY (DEPT/DIV HEAD): | | DATE: | |
| | Lisa Marlin | | 6/4/2018 | |
| SIGNATURES | WRITTEN/SUBMITTED BY: | | DATE: | |
| | Robin R. Wilson | | 6/1/2018 | |