



Department Name

To: Kennie Hobbs, Jr., City Manager
From: Stacian Williams, Purchasing Division
RE: RFQ 2026-019 – Printing Services
Date: 01/28/2026

The following information has been prepared for your consideration:

I. REQUESTED ACTION

To approve two qualified vendors in response to RFQ 2026-019 Printing Services to perform a variety of administrative printing services on an on- going, as needed, basis throughout the contract period.

II. SUMMARY AND HISTORY/BACKGROUND INFORMATION

Work performed is expected to be routine in nature and of a scope normally required by a public service agency. Types of products expected to be procured under the awarded contract include but are not limited to:

- Stationery with the agency's logo
- Address, and related contact information
- Matching 'second page' stationery that would not require any artwork
- Various sized business envelopes
- Business cards
- Forms
- Operational manuals on 8 ½" x 11" plain three (3) hole punched paper
- Member handbooks (5.5 "x 8.5" finished size) saddle stitched, three tabs with self-mailing covers
- Miscellaneous print jobs in limited quantities ranging from hundreds to thousands of pieces.

Recommended Qualified Vendors:

- **Prison Rehabilitative Industries and Diversified Enterprises, Inc. dba PRIDE Enterprises**
- **Dax Copying and Printing, Inc.**

III. FINANCIAL IMPACT

Funds will be allocated from various departments accounts using object code 4710.

IV. RECOMMENDATION/ACTION

Approve the list of qualified vendors for RFQ 2026-019 Printing Services.

V. ATTACHMENTS

1. Agenda Request Memo
2. Preliminary Bid Results- RFQ 2026-019

3. RFQ 2026-019 Printing Services
4. Prison Rehabilitative Industries and Diversified Enterprises, Inc. dba PRIDE Enterprises Proposal
5. Dax Copying and Printing, Inc. Proposal