



KENAI PENINSULA BOROUGH

Purchasing & Contracting
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**MIKE NAVARRE
BOROUGH MAYOR**

MEMORANDUM

TO: Mike Navarre, Mayor
THRU: Valentina Sustaita, Purchasing & Contracting Director *V. Sustaita*
FROM: Denis Mueller, Acting Director, Assessing Department *DM*
DATE: June 20, 2017
SUBJECT: Authorization to Award Contract for RFP17-014 Assessment Mass Mailings

The Purchasing and Contracting Office formally solicited and received proposals for the above referenced project. Proposal packets were released and the Request for Proposal was advertised in the Peninsula Clarion on May 25, 2017.

The project consists of production, printing and completion of annual mailings.

On the due date of June 13, 2017 three (3) proposals were received and ranked by a review committee as follows:

<u>FIRM</u>	<u>LOCATION</u>	<u>TOTAL SCORE</u>
The Data Center	Salt Lake City, Utah	268.5
DataMATX, Inc.	Atlanta, Georgia	253.4
Moonlight BPO	Bend, Oregon	162.8

The highest ranking proposal, which includes a cost factor, was submitted by The Data Center with a lump sum cost proposal of \$31,303.63. The proposal review committee recommends award of a contract to The Data Center. Your approval for this award is hereby requested.

Funding for this project is in account number 100.11510.00000.43011.

Mike Navarre

Mike Navarre, Mayor

6/27/17

Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	<u>100.11510.43011</u>
Amount	<u>\$31,303.63 - FY2018</u>
By: <i>pp</i>	Date: <u>6/27/17</u>