REQUEST FOR COUNCIL ACTION

CITY COUNCIL MEETING DATE: JUNE 4, 2019

TITLE: APPROVE AGREEMENT WITH MK PRINTING FOR OFFSET PRINTING SERVICES NOT TO EXCEED $400,000 {STRATEGIC PLAN NO. 6, 2}

RECOMMENDED ACTION

Authorize the City Manager and Clerk of the Council to execute an agreement with Mekong Printing, dba MK Printing, to provide offset printing services for a three-year period expiring May 31, 2022, in an annual amount of $80,000, with provisions for two one-year renewals exercisable by the City Manager, for a total amount not to exceed $400,000 subject to non-substantive changes approved by the City Manager and City Attorney.

DISCUSSION

The Finance and Management Services Agency Central Services Division supports all City Departments with the duplication and printing of City stationery, forms, flyers, and various other print requests. Print requests of less than 5,000 copies are produced in-house and larger volume requests are produced through third party vendors. Utilizing third party vendors is a cost effective method of producing high volume requests given the vendors large scale equipment. The contract for offset printing services is designed to provide quality products in a timely manner and at a significant savings based on quantity pricing. An example of recent products sent for printing are as follows:

<table>
<thead>
<tr>
<th>Project Description</th>
<th>City Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing Assistance Forms</td>
<td>Community Development Agency</td>
</tr>
<tr>
<td>Police Department Forms</td>
<td>Police Department</td>
</tr>
</tbody>
</table>

Requests for Proposals were sent out via Planet Bids. Four proposals were received, one from a Santa Ana vendor, and reviewed by staff representatives from the City's Finance and Management Services Agency and Public Works Agency. The proposals were rated based on the following criteria:

A. Submission of required documents  10%
B. References                       30%
C. Pricing                          30%
D. Quality of printed samples       20%
E. Answers to print shop questionnaire 10%

25A-1
The offer from Mekong Printing, dba MK Printing, a Santa Ana vendor, received the highest percentage score in the evaluation process and meets the City's requirements (Exhibit 1). The annual amount is based on past usage and staff projections for this contract period.

**STRATEGIC PLAN ALIGNMENT**

Approval of this item supports the City's effort to meet Goal #6 Community Facilities & Infrastructure, Objective #2, (address deferred maintenance on City buildings and equipment).

**FISCAL IMPACT**

Funds are available in the various departmental Miscellaneous Operating Expenses account (no. 63001) as follows:

<table>
<thead>
<tr>
<th>Contracted Period:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 18-19</td>
<td>$ 6,667</td>
</tr>
<tr>
<td>FY 19-20</td>
<td>$ 80,000</td>
</tr>
<tr>
<td>FY 20-21</td>
<td>$ 80,000</td>
</tr>
<tr>
<td>FY 21-22</td>
<td>$ 73,333</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Extension Period:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 21-22</td>
<td>$ 6,667</td>
</tr>
<tr>
<td>FY 22-23</td>
<td>$ 80,000</td>
</tr>
<tr>
<td>FY 23-24</td>
<td>$ 73,333</td>
</tr>
</tbody>
</table>

APPROVED AS TO FUNDS AND ACCOUNTS:

Kathryn Downs, CPA  
Executive Director  
Finance and Management Services Agency

Exhibits: 1. Bid Proposals  
2. Agreement MK Printing
## PROPOSALS ABSTRACT

### OFFSET PRINTING SERVICES (19-029)

<table>
<thead>
<tr>
<th>Bidder</th>
<th>Mekong Printing</th>
<th>Precision Services Group</th>
<th>Ink Spot Printing</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Location</strong></td>
<td>Santa Ana, CA</td>
<td>Tustin, CA</td>
<td>City of Industry, CA</td>
</tr>
<tr>
<td><strong>Delivery</strong></td>
<td>As stated on contract</td>
<td>As stated on contract</td>
<td>As stated on contract</td>
</tr>
<tr>
<td><strong>Total Points out of 100</strong></td>
<td>100</td>
<td>88.99</td>
<td>83.99</td>
</tr>
<tr>
<td><strong>Ranking</strong></td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bidder</th>
<th>The Graphic Converter</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Location</strong></td>
<td>Loma Linda, CA</td>
</tr>
<tr>
<td><strong>Delivery</strong></td>
<td>As stated on contract</td>
</tr>
<tr>
<td><strong>Total Points out of 100</strong></td>
<td>71.99</td>
</tr>
<tr>
<td><strong>Ranking</strong></td>
<td>4</td>
</tr>
</tbody>
</table>
AGREEMENT WITH MK PRINTING TO PROVIDE OFFSET PRINTING SERVICES

THIS AGREEMENT is made and entered into on this 4th day of June, 2019 by and between Mekong Printing, Inc. dba MK Printing ("Consultant"), and the City of Santa Ana, a charter city and municipal corporation organized and existing under the Constitution and laws of the State of California ("City").

RECITALS

A. On April 1, 2019, the City issued Request for Proposal No. 19-029 ("RFP 19-029"), by which it sought Consultants to provide offset printing and packaging services for the City.

B. Consultant submitted a timely responsive proposal that was selected by the City. Consultant represents that it is able and willing to provide the services described in its proposal, the scope of work/services provided in Section IV and V of RFP 19-029 and the pricing list attached hereto as Exhibit A.

C. In undertaking the performance of this Agreement, Consultant represents that it is knowledgeable in its field and that any services performed by Consultant under this Agreement will be performed in compliance with such standards as may reasonably be expected from a professional consulting firm in the field.

NOW THEREFORE, in consideration of the mutual and respective promises, and subject to the terms and conditions hereinafter set forth, the parties agree as follows:

1. SCOPE OF SERVICES

Consultant shall perform during the term of this Agreement, the tasks and obligations including all labor, materials, tools, equipment, and incidental customary work required to fully and adequately complete the services described in Exhibit A, attached hereto and incorporated by reference. In addition, the Consultant’s April 24, 2019 proposal shall be incorporated by reference, as though fully set forth herein.

2. COMPENSATION

a. City agrees to pay, and Consultant agrees to accept as total payment for its services for City, the rates and charges identified in Exhibit A. The total amount to be expended during the term of this Agreement shall not exceed $400,000, which is comprised of $80,000 per year during the three-year term and any extensions provided per Section 3, below.

b. City agrees to pay Consultant for any prior services provided for the time period between March 1, 2019, to the commencement date of this Agreement detailed in Section 3, below.
c. Payment by City shall be made within forty-five (45) days following receipt of proper invoice evidencing work performed, subject to City accounting procedures. Payment need not be made for work which fails to meet the standards of performance set forth in the Recitals which may reasonably be expected by City.

3. TERM

This Agreement shall commence on the date first written above for a three (3) year term with the option for the City to grant up to two (2) one (1) year renewals, exercisable by a writing executed by the City Manager and the City Attorney, unless terminated earlier in accordance with Section 15, below.

4. INDEPENDENT CONTRACTOR

Consultant shall, during the entire term of this Agreement, be construed to be an independent contractor and not an employee of the City. This Agreement is not intended nor shall it be construed to create an employer-employee relationship, a joint venture relationship, or to allow the City to exercise discretion or control over the professional manner in which Consultant performs the services which are the subject matter of this Agreement; however, the services to be provided by Consultant shall be provided in a manner consistent with all applicable standards and regulations governing such services. Consultant shall pay all salaries and wages, employer's social security taxes, unemployment insurance and similar taxes relating to employees and shall be responsible for all applicable withholding taxes.

5. OWNERSHIP OF MATERIALS

This Agreement creates a non-exclusive and perpetual license for City to copy, use, modify, reuse, or sublicense any and all copyrights, designs, and other intellectual property embodied in plans, specifications, studies, drawings, estimates, and other documents or works of authorship fixed in any tangible medium of expression, including but not limited to, physical drawings or data magnetically or otherwise recorded on computer diskettes, which are prepared or caused to be prepared by Consultant under this Agreement ("Documents & Data"). Consultant shall require all subcontractors to agree in writing that City is granted a non-exclusive and perpetual license for any Documents & Data the subcontractor prepares under this Agreement. Consultant represents and warrants that Consultant has the legal right to license any and all Documents & Data. Consultant makes no such representation and warranty in regard to Documents & Data which were provided to Consultant by the City. City shall not be limited in any way in its use of the Documents and Data at any time, provided that any such use not within the purposes intended by this Agreement shall be at City's sole risk.

6. INSURANCE

Prior to undertaking performance of work under this Agreement, Consultant shall maintain and shall require its subcontractors, if any, to obtain and maintain insurance as described below:

a. Commercial General Liability Insurance. Consultant shall maintain commercial general liability insurance naming the City, its officers, employees, agents,
volunteers and representatives as additional insured(s) and shall include, but not be limited to protection against claims arising from bodily and personal injury, including death resulting therefrom and damage to property, resulting from any act or occurrence arising out of Consultant’s operations in the performance of this Agreement, including, without limitation, acts involving vehicles. The amounts of insurance shall be not less than the following: single limit coverage applying to bodily and personal injury, including death resulting therefrom, and property damage, in the total amount of $1,000,000 per occurrence, with $2,000,000 in the aggregate. Such insurance shall (a) name the City, its officers, employees, agents, and representatives as additional insured(s); (b) be primary and not contributory with respect to insurance or self-insurance programs maintained by the City; and (c) contain standard separation of insureds provisions.

b. Business automobile liability insurance, or equivalent form, with a combined single limit of not less than $1,000,000 per occurrence. Such insurance shall include coverage for owned, hired and non-owned automobiles.

c. Worker’s Compensation Insurance. In accordance with the provisions of Section 3700 of the Labor Code, Consultant, if Consultant has any employees, is required to be insured against liability for worker’s compensation or to undertake self-insurance. Prior to commencing the performance of the work under this Agreement, Consultant agrees to obtain and maintain any employer’s liability insurance with limits not less than $1,000,000 per accident.

d. The following requirements apply to the insurance to be provided by Consultant pursuant to this section:

i. Consultant shall maintain all insurance required above in full force and effect for the entire period covered by this Agreement.

ii. Certificates of insurance shall be furnished to the City upon execution of this Agreement and shall be approved by the City.

iii. Certificates and policies shall state that the policies shall not be canceled or reduced in coverage or changed in any other material aspect without thirty (30) days prior written notice to the City.

iv. Where the amounts or coverage provided by the certificates of insurance provides coverage greater than those listed by this Agreement, the amounts provided by the certificates of insurance shall be incorporated by reference into the Agreement.

v. Consultant shall supply City with a fully executed additional insured endorsement.

e. If Consultant fails or refuses to produce or maintain the insurance required by this section or fails or refuses to furnish the City with required proof that insurance has been procured and is in force and paid for, the City shall have the right, at the City’s election, to forthwith terminate this Agreement. Such termination shall not affect Consultant’s right to be paid for its time and materials expended prior to notification of termination. Consultant waives the right to receive compensation and agrees to indemnify the City for any work performed prior to approval of insurance by the City.
7. INDEMNIFICATION

Consultant agrees to defend, and shall indemnify and hold harmless the City, its officers, agents, employees, contractors, special counsel, and representatives from liability: (1) for personal injury, damages, just compensation, restitution, judicial or equitable relief arising out of claims for personal injury, including death, and claims for property damage, which may arise from the negligent operations of the Consultant, its subcontractors, agents, employees, or other persons acting on its behalf which relates to the services described in section 1 of this Agreement; and (2) from any claim that personal injury, damages, just compensation, restitution, judicial or equitable relief is due by reason of the terms of or effects arising from this Agreement. This indemnity and hold harmless agreement applies to all claims for damages, just compensation, restitution, judicial or equitable relief suffered, or alleged to have been suffered, by reason of the events referred to in this Section or by reason of the terms of, or effects, arising from this Agreement. The Consultant further agrees to indemnify, hold harmless, and pay all costs for the defense of the City, including fees and costs for special counsel to be selected by the City, regarding any action by a third party challenging the validity of this Agreement, or asserting that personal injury, damages, just compensation, restitution, judicial or equitable relief due to personal or property rights arises by reason of the terms of, or effects arising from this Agreement. City may make all reasonable decisions with respect to its representation in any legal proceeding. Notwithstanding the foregoing, to the extent Consultant’s services are subject to Civil Code Section 2782.8, the above indemnity shall be limited, to the extent required by Civil Code Section 2782.8, to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant.

8. INTELLECTUAL PROPERTY INDEMNIFICATION

Consultant shall defend and indemnify the City, its officers, agents, representatives, and employees against any and all liability, including costs, for infringement of any United States’ letters patent, trademark, or copyright infringement, including costs, contained in the work product or documents provided by Consultant to the City pursuant to this Agreement.

9. RECORDS

Consultant shall keep records and invoices in connection with the work to be performed under this Agreement. Consultant shall maintain complete and accurate records with respect to the costs incurred under this Agreement and any services, expenditures, and disbursements charged to the City for a minimum period of three (3) years, or for any longer period required by law, from the date of final payment to Consultant under this Agreement. All such records and invoices shall be clearly identifiable. Consultant shall allow a representative of the City to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement during regular business hours. Consultant shall allow inspection of all work, data, documents, proceedings, and activities related to this Agreement for a period of three (3) years from the date of final payment to Consultant under this Agreement.
10. CONFIDENTIALITY

If Consultant receives from the City information which due to the nature of such information is reasonably understood to be confidential and/or proprietary, Consultant agrees that it shall not use or disclose such information except in the performance of this Agreement, and further agrees to exercise the same degree of care it uses to protect its own information of like importance, but in no event less than reasonable care. “Confidential Information” shall include all nonpublic information. Confidential information includes not only written information, but also information transferred orally, visually, electronically, or by other means. Confidential information disclosed to either party by any subsidiary and/or agent of the other party is covered by this Agreement. The foregoing obligations of non-use and nondisclosure shall not apply to any information that (a) has been disclosed in publicly available sources; (b) is, through no fault of the Consultant disclosed in a publicly available source; (c) is in rightful possession of the Consultant without an obligation of confidentiality; (d) is required to be disclosed by operation of law; or (e) is independently developed by the Consultant without reference to information disclosed by the City.

11. CONFLICT OF INTEREST CLAUSE

Consultant covenants that it presently has no interests and shall not have interests, direct or indirect, which would conflict in any manner with performance of services specified under this Agreement.

12. NON-DISCRIMINATION

Consultant shall not discriminate because of race, color, creed, religion, sex, marital status, sexual orientation, age, national origin, ancestry, or disability, as defined and prohibited by applicable law, in the recruitment, selection, training, utilization, promotion, termination or other employment related activities. Consultant affirms that it is an equal opportunity employer and shall comply with all applicable federal, state and local laws and regulations.

13. EXCLUSIVITY AND AMENDMENT

This Agreement represents the complete and exclusive statement between the City and Consultant, and supersedes any and all other agreements, oral or written, between the parties. In the event of a conflict between the terms of this Agreement and any attachments hereto, the terms of this Agreement shall prevail. This Agreement may not be modified except by written instrument signed by the City and by an authorized representative of Consultant. The parties agree that any terms or conditions of any purchase order or other instrument that are inconsistent with, or in addition to, the terms and conditions hereof, shall not bind or obligate Consultant or the City. Each party to this Agreement acknowledges that no representations, inducements, promises or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which is not embodied herein.
14. ASSIGNMENT

Inasmuch as this Agreement is intended to secure the specialized services of Consultant, Consultant may not assign, transfer, delegate, or subcontract any interest herein without the prior written consent of the City and any such assignment, transfer, delegation or subcontract without the City's prior written consent shall be considered null and void. Nothing in this Agreement shall be construed to limit the City’s ability to have any of the services which are the subject of this Agreement performed by City personnel or by other consultants retained by City.

15. TERMINATION

This Agreement may be terminated by the City upon thirty (30) days written notice of termination. In such event, Consultant shall be entitled to receive and the City shall pay Consultant compensation for all services performed by Consultant prior to receipt of such notice of termination, subject to the following conditions:

a. As a condition of such payment, the Executive Director may require Consultant to deliver to the City all work product(s) completed as of such date, and in such case such work product shall be the property of the City unless prohibited by law, and Consultant consents to the City's use thereof for such purposes as the City deems appropriate.

b. Payment need not be made for work which fails to meet the standard of performance specified in the Recitals of this Agreement.

16. WAIVER

No waiver of breach, failure of any condition, or any right or remedy contained in or granted by the provisions of this Agreement shall be effective unless it is in writing and signed by the party waiving the breach, failure, right or remedy. No waiver of any breach, failure or right, or remedy shall be deemed a waiver of any other breach, failure, right or remedy, whether or not similar, nor shall any waiver constitute a continuing waiver unless the writing so specifies.

17. JURISDICTION - VENUE

This Agreement has been executed and delivered in the State of California and the validity, interpretation, performance, and enforcement of any of the clauses of this Agreement shall be determined and governed by the laws of the State of California. Both parties further agree that Orange County, California, shall be the venue for any action or proceeding that may be brought or arise out of, in connection with or by reason of this Agreement.

18. PROFESSIONAL LICENSES

Consultant shall, throughout the term of this Agreement, maintain all necessary licenses, permits, approvals, waivers, and exemptions necessary for the provision of the services hereunder and required by the laws and regulations of the United States, the State of California, the City of Santa Ana and all other governmental agencies. Consultant shall notify the City immediately and
in writing of its inability to obtain or maintain such permits, licenses, approvals, waivers, and exemptions. Said inability shall be cause for termination of this Agreement.

19. NOTICE

Any notice, tender, demand, delivery, or other communication pursuant to this Agreement shall be in writing and shall be deemed to be properly given if delivered in person or mailed by first class or certified mail, postage prepaid, or sent by fax or other telegraphic communication in the manner provided in this Section, to the following persons:

To City:

Clerk of the City Council
City of Santa Ana
20 Civic Center Plaza (M-30)
P.O. Box 1988
Santa Ana, CA 92702-1988
Fax: 714-647-6956

With courtesy copies to:

Kathyn Downs, CPA
Executive Director, Finance and Management Services Agency
City of Santa Ana
20 Civic Center Plaza (M-17)
P.O. Box 1988
Santa Ana, California 92702
Fax: 714-647-5414

To Consultant:

MK Printing, Inc.
Attn: Suzanne Stephens-Truong
2421 W. First St.
Santa Ana, CA 92703
714-558-7960

A party may change its address by giving notice in writing to the other party. Thereafter, any communication shall be addressed and transmitted to the new address. If sent by mail, communication shall be effective or deemed to have been given three (3) days after it has been deposited in the United States mail, duly registered or certified, with postage prepaid, and addressed as set forth above. If sent by fax, communication shall be effective or deemed to have been given twenty-four (24) hours after the time set forth on the transmission report issued by the transmitting facsimile machine, addressed as set forth above. For purposes of calculating these time frames, weekends, federal, state, County or City holidays shall be excluded.
20. MISCELLANEOUS PROVISIONS

a. Each undersigned represents and warrants that its signature herein below has the power, authority and right to bind their respective parties to each of the terms of this Agreement, and shall indemnify City fully, including reasonable costs and attorney's fees, for any injuries or damages to City in the event that such authority or power is not, in fact, held by the signatory or is withdrawn.

b. All Exhibits referenced herein and attached hereto shall be incorporated as if fully set forth in the body of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the date and year first above written.

ATTEST:  
CITY OF SANTA ANA

Norma Mitre  
Acting Clerk of the Council  
Kristine Ridge  
City Manager

APPROVED AS TO FORM:  
CONSULTANT:

SONIA R. CARVALHO  
City Attorney  
Suzanne Stephens-Truong  
VP, Sales & Marketing

By:  
Lisa Storck  
Assistant City Attorney

RECOMMENDED FOR APPROVAL:

Kathryn Downs, CPA  
Executive Director  
Finance and Management Services Agency
CITY OF SANTA ANA
REQUEST FOR PROPOSAL 19-029
FOR OFFSET PRINTING SERVICES

I. INTRODUCTION

The City of Santa Ana is issuing this Request for Proposal (RFP) for Offset Printing Services. The City of Santa Ana maintains an in-house reprographic facility where up to 5,000 images in color or black and white on bond stock, 110# cardstock and 2 and 3-part reverse collated NCR padded forms are produced.

II. PERIOD OF CONTRACT

The City of Santa Ana invites proposals from full services print shops to establish a three (3) year contract with provision for two one-year renewals by mutual agreement.

III. FISCAL NONFUNDING CLAUSE

In the event sufficient budgeted funds are not available for a new fiscal period, the City shall retain the right to notify the provider of such occurrence in writing at least thirty (30) days before the end of the current fiscal period and terminate the contract on the last day of the current fiscal period without penalty or expense to the City.

IV. SCOPE OF WORK/SERVICES

All print jobs will be produced to the specification, stock and layout requirements as indicated on each job. The required turn-around time for all print jobs will be no more than three (3) working days. Completed jobs must be delivered to City Hall Basement, Central Services Division, 20 Civic Center Plaza, Santa Ana, CA 92701, by 3:00 PM on the due date. The City reserves the right to request delivery to additional locations within Santa Ana.

V. GENERAL INFORMATION

A. GENERAL REQUIREMENTS

1. Approval of the Reprographics Supervisor is required prior to any change in the print job’s specification.
2. All print jobs must include applicable charges associated with the job such as proof changes, print job order pick-up and delivery of finished product.
3. All print job quantities printed shall be governed by the City’s standard plus or minus 5% Allowance, no exceptions.
4. Pricing for each print specification must be all-inclusive. No additional charges will be accepted.
5. A mandatory site inspection will be conducted on apparent low bids. The inspection will be pass/fail.
6. Print shops must be in compliance with all current EPA, SCAQMD and waste Management requirements and be prepared to validate compliance upon request.
B. FINISHING

Proposer must be able to provide the following services either in-house or by subcontracting these services out:

1. Cutting  
2. Collating  
3. Numbering  
4. Drilling  
5. Shrink Wrapping
6. Padding
7. Folding
8. Stapling
9. Perfect Binding

C. DELIVERY

1. Pick-up of necessities (artwork, supplied stock, dies, etc.) promptly and delivery of printed job(s) within three (3) business days.
2. Shipping FOB Destination to various City of Santa Ana locations.

VI. PROPOSER RESPONSIBILITIES

The selected proposer will assume responsibilities for all services in its proposal. The selected proposer shall identify a sole point of contact with the greatest knowledge in regard to the required service operations and contractual matters, including payment of any and all charges resulting from the Agreement.

VII. CITY BUSINESS LICENSE

The City requires a business license be secured by all vendors who conduct business within the City of Santa Ana. A copy of the Santa Ana business license must be provided, or proof that you have applied for one, within 10 days from award of contract. Upon receiving the actual business license, a copy shall be provided to the Purchasing Department. A current business licensed must be maintained for the entire term of the contract. Failure to comply with this requirement will result in immediate cancellation of the City's contract.

VIII. ADDENDA

Any subsequent changes in RFP from the date of preparation to date of submittal will result in an addendum or amendment by the issuing office. Notification of such addendum or amendment shall be effected by posting on City's website.

IX. RULES FOR PROPOSALS

The signers of the RFP must declare in writing that the only person, persons, company, or parties interested in the proposal as principals are named therein; that the proposal is made without collusion with any other person, persons, company, or parties submitting a proposal; that it is in all respects fair and in good faith without collusion or fraud, and that the signers of the proposal have full authority to bind the proposer.

X. E-MAIL COMMUNICATIONS AND INTERPRETATIONS/CLARIFICATIONS

To facilitate the RFP process, proposers are required to monitor the City's Bid and RFP page at www.ci.santa-ana.ca.us/finance/purchasing-division/vendor-registration. No oral interpretations will be made by the City to any proposer as to the meaning of requirements identified herein, including the Scope of Services and Terms and Conditions. Every request for such an interpretation must be made in writing via e-mail to the projects manager no fewer than five (5) calendar days prior to the date and time set for opening of proposals. Significant interpretations or clarification will be made by an addendum to this RFP, which will be posted to the website. Addenda may become part of the agreement documents.
EXHIBIT A to AGREEMENT

CITY OF SANTA ANA
REQUEST FOR PROPOSAL 19-029
FOR OFFSET PRINTING SERVICES

PRICING

Pricing shall be all-inclusive of labor, materials and delivery cost.

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Description</th>
<th>Unit Price per 1,000</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>5,000</td>
<td>Flyers: 8-1/2&quot; x 11&quot;, 1 sided on 20# color bond, black ink 1/0</td>
<td>$26.52</td>
<td>$132.60</td>
</tr>
<tr>
<td>2</td>
<td>5,000</td>
<td>Flyers: 8-1/2&quot; x 11&quot;, 1 sided on 20# color bond, printed in 2 ink colors 2/0</td>
<td>$42.44</td>
<td>$212.20</td>
</tr>
<tr>
<td>3</td>
<td>2,000 sets</td>
<td>NCR set: 8-1/2&quot; x 11&quot;, 3-part NCR in white/canary/canary (non-standard seq.), printed face black and red ink 2/0, pad top</td>
<td>$239.81</td>
<td>$479.62</td>
</tr>
<tr>
<td>4</td>
<td>4,000 sets</td>
<td>NCR Form: 8-1/2&quot; x 14&quot;, 3-part NCR in white/canary/plnk, printed face with black ink 1/0, pad top, 2 holes punched top</td>
<td>$166.79</td>
<td>$667.16</td>
</tr>
<tr>
<td>5</td>
<td>2,000</td>
<td>#10 Standard Envelope on 24# white wove, Reflex blue ink 1/0</td>
<td>$37.13</td>
<td>$74.26</td>
</tr>
<tr>
<td>6</td>
<td>10,000</td>
<td>Pads: 8-1/2&quot; x 5-1/2&quot; in pads of 50 sheets, 20# white bond, black ink 1/0, pad top</td>
<td>$954.81</td>
<td>$9548.10</td>
</tr>
<tr>
<td>7</td>
<td>5,000</td>
<td>Letterhead: 8-1/2&quot; x 11&quot; on 20# Capitol bond, Reflex blue ink 1/0. Shrink wrap in 500's.</td>
<td>$30.45 customer supplies paper</td>
<td>$152.25 customer supplies paper</td>
</tr>
<tr>
<td>8</td>
<td>1,000</td>
<td>Printed cards: 3&quot; x 5&quot; on 110# white index, black ink 1/0.</td>
<td>$31.83</td>
<td>$31.83</td>
</tr>
<tr>
<td>9</td>
<td>5,000</td>
<td>Printed cards: 8-1/2&quot; x 11&quot; on 110# white card stock, black ink 1/1, numbered</td>
<td>$79.57</td>
<td>$397.85</td>
</tr>
<tr>
<td>10</td>
<td>5,000</td>
<td>Doorknocker cards: 4-1/4&quot; x 11&quot; on 110# white cardstock, black ink 1/1, with door knob hole punched at top.</td>
<td>$116.00*</td>
<td>$580.00*</td>
</tr>
</tbody>
</table>

Subtotal | $12,275.87 |

Sales tax increased in City of Santa Ana to 9.26%  
Sales Tax | $1,135.52 |

Total | $13,411.39

Submit the five (5) sample jobs identified above with your proposal.

THIS FORM MUST BE COMPLETED AND INCLUDED WITH THE PROPOSAL.
PROPOSALS THAT DO NOT CONTAIN THIS FORM WILL BE CONSIDERED NONRESPONSIVE.