

# City of Hesperia STAFF REPORT



**DATE:** April 21, 2026

**TO:** Mayor and Council Members:  
Chair and Board Members, Hesperia Water District

**FROM:** Rachel Molina, City Manager

**BY:** Casey Brooksher, Assistant City Manager  
Jonathan Settle, Accountant

**SUBJECT:** Contract Amendment for Printing Services

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## RECOMMENDED ACTION

It is recommended that the City Council and Board of Directors of the Hesperia Water District authorize the City Manager to approve an amendment of \$80,000 to the existing contract with Wirz and Company Printing, Inc., for a revised not-to-exceed amount of \$160,000 and approve a one-year contract extension for printing services.

## BACKGROUND

Departments Citywide need printed items for their various functions and utilize a City-wide agreement. These items include, but are not limited to, business cards, calendars, envelopes, W2 forms, inspection/violation forms, water quality reports, and newsletters. Ordering through a comprehensive agreement allows staff to operate more efficiently by streamlining printing services that are tailored to the department's needs.

## ISSUES/ANALYSIS

The current contract is set to expire June 30, 2026, and a contract extension is needed to continue to utilize printing services. City Staff recommends extending the contract for an additional year. Additionally, the vendor has agreed to hold the current contract pricing for one more year through June 30, 2027.

## CITY GOAL SUPPORTED BY THIS ITEM

**Financial Health** - Maintain a balanced budget and adequate reserves.

## FISCAL IMPACT

Sufficient funding will be included for the various departments in the proposed Fiscal Year 2026-27 Budget.

## ALTERNATIVE(S)

1. Provide alternative direction to staff.

## ATTACHMENT(S)

None