

City of Hesperia STAFF REPORT



DATE: May 20, 2025

TO: Mayor and Council Members
Chairman and Board Members, Hesperia Water District

FROM: Rachel Molina, City Manager

BY: Casey Brooksher, Assistant City Manager
Anne Duke, Deputy Finance Director
Jonathan Settle, Accountant

SUBJECT: Contract with Printing Services- Wirz and Company Printing, Inc.

RECOMMENDED ACTION

It is recommended that the City Council and Board of Directors of the Hesperia District Water District authorize the City Manager to enter into a one-year contract with Wirz and Company Printing, Inc., in a not-to-exceed amount of \$80,000 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

To continue to provide printing services, the City prepared a formal bid that was released on April 9, 2025, and closed on April 30, 2025. Wirz & Company Printing, Inc. (Wirz) was the only vendor that submitted a bid. The City currently utilizes Wirz for printing services and is satisfied with their services.

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 2025-26 Budget.

ALTERNATIVE(S)

1. Provide alternative direction to staff.

ATTACHMENT(S)

None