



FORTY NINERS STADIUM MANAGEMENT COMPANY

Date: November 13, 2022

To: Rajeev Batra
Executive Director
Santa Clara Stadium Authority

From: Jenti Vandertuig
Procurement Director
Forty Niners Stadium Management Company LLC

CC: Brent Schoeb
Chief Revenue Officer
Jim Mercurio
Executive Vice President and General Manager

Subject: Recommendation for Award for Printing Services

Recommend approval of the following acquisitions. An explanation and supporting documentation for each request has been provided with the recommendation.

1. Printing and Mailing Services of SBL Invoices (NTE \$9,300)
2. Print Tags for Guest Services (\$1,080.34)

Submitted By:  Date: 11/13/2022
 Jenti Vandertuig, Procurement Director

1. Printing and Mailing Services of SBL Invoices

In accordance with the Stadium Builders License (SBL) Agreements, Stadium Manager is required to send hard copy invoices to SBL holders for their annual installments, which are due on March 1, 2022. Along with paper invoices being mailed via the United States Postal Service (USPS) in early 2022, Stadium Manager will also send an email notifying the account holder that they can also pay online via Account Manager.

Stadium Manager has a need to issue approximately 9,000 invoices to recipients. These invoices are either single or two pages requiring the vendor to use a data file provided by Stadium Manager to complete a mail merge and print the letters on Stadium Manager's letterhead. A printed return envelope with prepaid return postage is provided to each recipient to mail their payments. Stadium Manager requires the invoice and return envelope to be stuffed in a printed window envelope, sealed and mailed via USPS the week of January 10, 2022.

Stadium Manager requested and received a quotation from Benjamin Litho, Inc. in the amount of \$9,217.21 which is inclusive of postage fees.

Therefore, approval is sought to issue a Purchase Order to Benjamin Litho, Inc. for a not to exceed amount of \$9,300.00 inclusive of postage and applicable sales tax for printing and mailing of SBL invoices. The vendor will issue an invoice for the actual number of invoices printed and mailed using the USPS first class pre-sorted mail as applicable.

The cost for this purchase is covered in the FY22/23 SCSA Budget, SBL Sales and Service.

2. Print Tags for Guest Services

Guest Services Representatives have a need to utilize various printed tags to handle lost items and for storing items like strollers, wheelchairs and other patron owned items during events.

Stadium Manager reached out to Benjamin Litho, Inc. for a quotation for 1000 tags for lost items and 1200 tags for storing patron owned items during events and received quotes. The total cost for printing the tags is \$1,080.34 inclusive of delivery and applicable sales tax.

Therefore, approval is sought to issue a Purchase Order to Benjamin Litho, Inc. in the amount of \$1,080.34 for providing these tags for Stadium Manager.

The cost for this purchase is covered in the FY21/22 SCSA Budget, Guest Services, as a shared expense.