



FORTY NINERS STADIUM MANAGEMENT COMPANY

Date: December 1, 2021


To: Jim Mercurio
Executive Vice President & General Manager

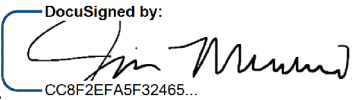
From: Jenti Vandertuig
Procurement Director

Subject: Recommendation for Award for Miscellaneous Acquisitions of Goods and 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 (\$8,199 plus applicable sales tax)
2. Print Incident Cards (\$1,298.59 inclusive of applicable sales tax)

Submitted By:  Date: 12/1/2021
Jenti Vandertuig, Procurement Director

Approved By:  Date: 12/1/2021
Jim Mercurio, Executive Vice President & General Manager

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.

On November 10, 2021, Stadium Manager issued a Request for Quotation (RFQ 10091) for printing and mailing of SBL yearly installment invoices. 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.

On November 11, 2021, Stadium Manager issued a memo replacing the RFQ, Attachment B – Quotation Form with Attachment B-1 – Quotation Form to revise line item number 5 on the Quotation Form from USPS standard mailing services to USPS – Presorted First Class Mail.

The RFQ closed on November 19, 2021 and three quotations were received from the following vendors:

1. Benjamin Litho Inc - \$8,199 excluding applicable sales tax
2. Bay Central Printing - \$8,487 excluding applicable sales tax
3. Almaden - \$10,106 excluding applicable sales tax

Therefore, approval is sought to issue a Purchase Order to Benjamin Litho Inc in the amount of \$8,199 plus 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. In addition, the postage has been quoted at the highest cost. Based on the addresses, the USPS cost for Presorted First Class Mail will be adjusted and billed at actual cost.

Stadium Manager will utilize the USPS account for the prepaid return postage and submit documentation for reimbursement of the actual return postage cost.

The cost for this purchase is covered in the FY21/22 SCSA Budget, SBL Sales and Service.

2. Print Incident Cards

Stadium Manager utilizes incident cards to create a record and document all types of incidents and calls for services at Levi's Stadium. These incidents include but are not limited to police and security calls, medical calls and general calls for guest services. Incident cards are used for small catered events, large scale events, and daily business operations.

Stadium Manager has created three different types of incident cards, mainly to differentiate between the type of incident. Blue color incident cards are used for incidents dealing with police, security, and all other incident types while the cherry and salmon colored incident cards are used specifically for medical calls. The difference between the cherry and salmon incident cards is that the salmon colored incident cards are used by our contractor and has verbiage on the back of the card printed at their request.

Stadium Manager reached out to Benjamin Litho Inc for a quotation for 3,000 blue color incident cards, and 1,000 each of the cherry and salmon color incident cards and received an estimate for \$1,298.59 inclusive of applicable sales tax.

Therefore, approval is sought to issue a Purchase Order to Benjamin Litho Inc in the amount of \$1,298.59 for printing of incident cards for Stadium Manager.

The cost for this purchase is covered in the FY21/22 SCSA Budget, Stadium Operations.