

## AGENDA



Thursday, May 17, 2007

**Purchasing Office  
RECOMMENDATION FOR COUNCIL ACTION**
**Item No. 22**

**Subject:** Authorize award and execution of a 36-month requirements supply contract with GRAPHIC SOLUTIONS GROUP, Dallas, TX, to provide decals for vehicles in an estimated amount not to exceed \$229,723, with three 12-month extension options in an estimated amount not to exceed \$73,094 for the first extension option, \$76,748 for the second extension option, and \$80,586 for the third extension option, for a total estimated contract amount not to exceed \$460,151.

**Amount and Source of Funding:** Funding in the amount of \$31,906 is available in the Fiscal Year 2006-2007 Operating Budget of the Finance and Administrative Services Department, Fleet Services Fund. Funding for the remaining 31 months of the original contract period and extension options is contingent upon available funding in future budgets.

**Fiscal Note:** There is no unanticipated fiscal impact. A fiscal note is not required.

**For More Information:** Rosemary Ledesma, Supervising Sr. Buyer/974-2011.

**Purchasing Language:** Lowest responsive bid of two bids received.

**MBE/WBE:** This contract will be awarded in compliance with Chapter 2-9D of the City Code (Minority-Owned and Women-Owned Business Enterprise Procurement Program). No subcontracting opportunities were identified; therefore, no goals were established for this solicitation.

This supply contract will provide a constant source and assortment of decal supplies for vehicles in the City's fleet. The decal supplies will be purchased for use by fleet staff in producing specialty vehicle decals with a City-owned vehicle decal making machine. The vendor will supply Gerber and 3M manufactured decal supplies under the contract. The finished decal products will be applied to all City-owned vehicles, including those utilized by AFD, APD, and EMS. These decal supplies are necessary to complete the make ready stage when deploying new City-owned vehicles, when units are transferred from one department or division to another, and to replace decals that are damaged through normal wear and tear. The supplies will be ordered on an as needed basis.

MBE/WBE solicited: 1/3                      MBE/WBE bid: 0/0

**Price Analysis**

- a. Adequate competition.
- b. Forty-six notices were sent, including one MBE and three WBEs. Two bids were received with no response from the MBEs/WBEs.
- c. This is the first purchase for these specific decals supplies which are compatible with the decal making machine recently purchased by Fleet Services; therefore, there is no pricing history available.

**Approval Justification**

- a. Lowest responsive bid received.
- b. The Purchasing Office concurs with Fleet Services of the Finance and Administrative Services Department's recommended award.
- c. Advertised in the Austin American-Statesman and the Internet.