

AGENDA



Thursday, June 7, 2007

**Purchasing Office
RECOMMENDATION FOR COUNCIL ACTION**
Item No. 45

Subject: Authorize award and execution of a 36-month requirement service contract with PRINT LOGICS, INC., Austin, TX for printing of medical forms, labels, patient identification cards, business cards, and flat sheet printing in an estimated amount not to exceed \$900,000, with three 12-month extension options in an estimated amount not to exceed \$300,000 per extension option, for a total estimated contract amount not to exceed \$1,800,000.

Amount and Source of Funding: Funding in the amount of \$100,000 is available in the Fiscal Year 2006-2007 Operating Budget of the Community Care Services Department. Funding for the remaining 32 months of the original contract period and the 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: Barbara McConnell, Buyer II, 972-4009

MBE/WBE: This contract will be awarded in compliance with Chapter 2-9C 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.

Prior Council Action: Lowest bid of three bids received.

This contract will provide on-line printing services for the Community Care Services Department (CCSD). These services include printing of medical forms, patient identification cards, business cards, labels, and flat sheet printing.

CCSD utilizes 244 different medical forms which are used to document a patient's diagnosis, medical treatment, and health education and becomes a part of the patient's permanent medical record. This contract also supports CCSD's flat sheet printing and business card requirements.

MBE/WBE solicited: 3/8

MBE/WBE bid: 0/1

PRICE ANALYSIS

- a. Adequate competition.
- b. Ninety-eight notices were sent, including three MBEs and eight WBEs. Three bids were received with one WBE responding.
- c. The pricing offered represents a 7% decrease from the last contract award in June 2005.

APPROVAL JUSTIFICATION

- a. Lowest bid.
- b. The Purchasing Office concurs with the Community Care Services Department's recommended award.
- c. Advertised in the Austin American-Statesman and on the Internet.