

## AGENDA



Thursday, August 28, 2008

**Purchasing Office**  
**RECOMMENDATION FOR COUNCIL ACTION**
**Item No. 51**

**Subject:** Authorize execution of a 36-month requirements supply contract with AMERICAN DIVERSITY BUSINESS SOLUTIONS, Spicewood, TX for the production of City-wide forms in an estimated amount not to exceed \$385,915, with three 12-month extension options in an estimated amount not to exceed \$128,638 per extension option, for a total estimated contract amount not to exceed \$771,829.

**Amount and Source of Funding:** Funding in the amount of \$10,720 is available in the Fiscal Year 2007-2008 Operating Budget of the Financial and Administrative Services Department, Materials Management Division. Funding for the remaining 35 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:** Cruz Banda, Buyer II/974-2133

**Purchasing Language:** Sole bid 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 contract will provide for the production of a variety of different preprinted business forms for citywide use. These forms are needed to provide services to the public as well as to meet departments' internal needs. The Contractor will provide form design, typesetting, and printing of the forms. Some forms, including letterhead, leave reports, petty cash, and journal vouchers, etc. are used city-wide. Other forms, including abandoned vehicle documents, pawn shop record booklets, misdemeanor citations, contact cards, mug shot cards, fingerprint forms and accident reports, are used by the Austin Police Department. The contractor will deliver orders to the Materials Management Division and Austin Police Department. Materials Management will be responsible for stocking and issuing the forms to City departments on an as-needed basis.

On January 11, 1990, Council approved a resolution known as the Comprehensive Recycling Resolution, which set goals for the purchase of recycled paper for City of Austin use. The resolution allows for a 10% price preference. American Diversity Business Solutions will use recycled paper products for this contract.

MBE/WBE solicited: 3/4

MBE/WBE bid: 0/0

**PRICE ANALYSIS**

a. Sole bidder. Several potential bidders indicated they could not provide services at time..

b. Thirty-Nine notices were sent, including three MBEs and four WBEs. One bid was received, with no response from the MBE/WBEs.

The current unit pricing represents an increase of 19% to the last contract award in January 2005. The increase is due to the rise in transportation costs for shipping long distances.

#### APPROVAL JUSTIFICATION

- a. Sole bid received. American Diversity Business Solutions is the current provider of these forms.
- b. The Purchasing Office concurs with Materials Management's recommended award.
- c. Advertised in the Austin American-Statesman and Internet.