

AGENDA



Thursday, January 29, 2009

**Purchasing Office
RECOMMENDATION FOR COUNCIL ACTION****Item No. 21**

Subject: Authorize award and execution of Amendment No. 1 to the contract amount with PRINTMAILPRO.COM, Austin, TX for printing and mail processing services of delinquent notices for Municipal Court to increase the contract authorization in an amount not to exceed \$75,000, for a revised contract amount not to exceed \$125,000.

Amount and Source of Funding: Funding in the amount of \$75,000 is included in the Fiscal Year 2008-2009 Operating Budget of the Municipal Court.

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

For More Information: Sydney Ceder, Sr. Buyer/974-2035

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.

In August 2006, the City contracted with Mail Processing Center (MPC) to prepare and mail Court notices, warnings, and special letters. In February of 2008, MPC moved their operations to Houston, Texas. In September 2008, Hurricane Ike hit the Galveston and Houston area. During this recovery period, MPC was unable to provide services under the contract. Several attempts to contact MPC were made by City staff.

Due to the need for these services, an emergency contract was awarded in September 2008 for the continuation of services to print and mail approximately 8,000 time-sensitive notices, warnings, and special letters each week with a local vendor who had previously provided these services for the Court. This was the only vendor able to quickly re-activate interfaces and programs needed to process the time-sensitive Court notices and letters. The set-up time for any new vendor providing these services is a minimum of 60 days due to the set-up time and interfacing of software between the City and the vendor.

A bid was issued in January 2009 to establish a new supplier for these services. The bids have been received and are under evaluation. It is anticipated Council approval for the new contract will be sought in April 2009. This emergency contract will continue to be used until a new contract is established and the new supplier can perform.