

AGENDA



Thursday, March 26, 2009

**Purchasing Office
RECOMMENDATION FOR COUNCIL ACTION****Item No. 41**

Subject: Authorize award and execution of a 36-month requirements service contract with PRINTMAILPRO.COM, Austin, TX, for printing and mail processing services of various notices for Municipal Court in an estimated amount not to exceed \$253,200, with three 12-month extension options in an estimated amount not to exceed \$84,400 per extension option, for a total estimated contract amount not to exceed \$506,400.

Amount and Source of Funding: Funding in the amount of \$42,200 is available in the Fiscal Year 2008-2009 Operating Budget of the Municipal Court. Funding for the remaining 30 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: Sydney Ceder, Sr. Buyer/974-2035

Purchasing Language: Best evaluated bid of two bids received.

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.

This contract is for the printing, processing, and mailing large quantities of notices sent from the Municipal Court to defendants. Under this contract, an estimated 550,000, 2-sided, bilingual (Spanish/English) notices will be printed, processed, and mailed each year by the contractor.

The contractor will also be responsible for 150,000, bilingual, trial docket appearance notices to be processed and mailed annually. Municipal Court will continue the printing of these notices and the contractor will collect the notices from the Municipal Court on a daily basis.

Additionally, the contractor will also be required to print, process and mail up to 100,000 two-sided, bilingual postcards for special notice mailings. These notices will be provided to the contractor on an "as needed basis".

An Invitation for Bid, Best Value method was used for this solicitation. The award recommendation was based on evaluation criteria including cost, experience/qualifications, and equipment. The City's evaluation team recommended PrintMailPro.com as the best bidder bringing the most value to the City.

PRICE ANALYSIS

- a. Adequate competition.
- b. One hundred sixty-eight notices were sent, including two MBEs and eight WBEs. Two bids were received, with no response from the MBE/WBEs.
- c. The pricing offered represents a 24% increase to the last contract award in February 2006. This increase is due to an industry-wide increase for paper.

APPROVAL JUSTIFICATION

- a. Best evaluated bid. PrintMailPro provided these services under the last short-term contract.
- b. The Purchasing Office concurs with the Municipal Court's recommended award.
- c. Advertised in the Austin American-Statesman and Internet.