

AGENDA



Thursday, February 4, 2010

**Purchasing Office
RECOMMENDATION FOR COUNCIL ACTION**
Item No. 23

Subject: Authorize award and execution of two 36-month requirements service contract with PRINTMAILPRO, Austin, TX and PRINT LOGICS, Austin, TX for flat sheet printing services in an estimated combined amount not to exceed \$1,530,000, with three 12-month extension options in an estimated combined amount not to exceed \$510,000 per extension option, for a total estimated combined contract amount not to exceed \$3,060,000.

Amount and Source of Funding: Funding in the amount of \$340,000 is available in the Fiscal Year 2009–2010 Operating Budgets of various City departments. Funding for the remaining 28 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: Lupe Cruz, Buyer I, 974-9142

Purchasing Language: Lowest bids of five 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.

Boards and Commission Action: Recommended by the Water and Wastewater Commission and the Electric Utility Commission.

This contract will provide flat sheet printing services for most City departments. This contract is divided into a north and south service zone in an effort to increase competition and allow for at least two providers of the type services. Upon delivery of items to be printed, contractors will complete work within 24 hours of receipt of the requests. This contract will help reduce the costs and inefficiency of purchasing these services on a case by case basis.

PrintMailPro will provide services in the North Zone and Print Logics will provide services for the South Zone.

MBE/WBE solicited: 1/5

MBE/WBE bid: 0/0

PRICE ANALYSIS

- a. Adequate competition.
- b. One hundred sixty-seven notices were sent, including one MBE and five WBEs. Five bids were received, with no response from the MBE/WBEs. One "No Bid" was received.
- c. The pricing offered represents a 7% increase to the last contract award in October 2005.

APPROVAL JUSTIFICATION

- a. Lowest bids received for each zone.
- b. The Purchasing Office concurs with the Finance and Administrative Services Department's Materials Management Division's recommended award.

c. Advertised in the Austin American-Statesman and on the Internet.