

AGENDA



Thursday, September 23, 2010

**Purchasing Office
RECOMMENDATION FOR COUNCIL ACTION**

Item No. 77

Subject: Authorize award and execution of a 36-month requirements supply contract with CAPITAL PRINTING CO., Austin, TX for calendars and educational activity kits for the Office of Homeland Security and Emergency Management division in an estimated amount not to exceed \$103,155, with three 12-month extension options in estimated amount not to exceed \$34,385 per extension option, for a total estimated contract amount not to exceed \$206,310

Amount and Source of Funding: Funding in the amount of \$34,385 is available in the Fiscal Year 2010-2011 Operating Budget of the Office of Homeland Security and Emergency Management in the Management Services Department. Funding for the remaining 24 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: Sai Xoomsai, Buyer I, 972-4016

Purchasing Language: Lowest bid of seven bids 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 calendars and activity kits for the Office of Homeland Security and Emergency Management (HSEM). These calendars and activity kits are critical public education tools that will be distributed to local businesses, libraries, community organizations, after school programs, and other areas targeted by the HSEM.

The Home Safety Calendar is an interactive educational tool that provides essential information to inform and prepare our community for disasters. It includes educational information regarding health, water conservation, fire prevention, environmental awareness, volunteer opportunities, and tips on pet care. The Home Safety Calendar delivers disaster and emergency preparedness education material and safety information in a highly-visible, easy-to-understand manner.

The Kids Activity Kits are designed to help children and adults learn more about local threats and how to best prepare themselves. The kits include information on building an emergency kit, essential items for an evacuation grab-and-go kit, family emergency plans, and helpful emergency phone numbers. These kits allow users to work together as a family to make their own plan in a fun, interactive format.

MBE/WBE solicited: 7/2 MBE/WBE bid: 0/0PRICE ANALYSIS

- a. Adequate competition.
- b. One hundred and four notices were sent, including seven MBEs and two WBEs. Seven bids were received, with no response from the MBE/WBEs.
- c. The pricing offered represents a 28% decrease from the last contract award in November 2006.

APPROVAL JUSTIFICATION

- a. Lowest bid received. Capital Printing Co. is not the current provider of these items.
- b. The Purchasing Office concurs with the Office of Homeland Security and Emergency Management's recommended award.
- c. Advertised in the Austin American-Statesman and on the Internet.