

A G E N D A



Recommendation for Council Action (Purchasing)

Austin City Council	Item ID:	20702	Agenda Number	51.
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Meeting Date:	December 13, 2012
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Department:	Purchasing
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Subject

Authorize award and execution of a 12-month requirements supply contract with HORIZON PRINTING for the purchase of stationery and business card printing services for Austin Energy in an estimated amount not to exceed \$26,372 with four 12-month extension options in an estimated amount not to exceed \$26,372 per extension option, for a total estimated contract amount not to exceed \$131,860.

Amount and Source of Funding

Funding in the amount of \$21,977 is available in the Fiscal Year 2012-2013 Operating Budget of Austin Energy. Funding for the remaining two 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.

Purchasing Language:	Lowest bid received.
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Prior Council Action:	
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For More Information:	Terry Nicholson, Senior Buyer, 512-322-6586
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Boards and Commission Action:	Recommended by the Electric Utility Commission.
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MBE / WBE:	
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Related Items:	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.
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Additional Backup Information

This contract will provide Austin Energy with a source for its business printing needs including envelopes in multiple types and sizes, business cards for various divisions using proprietary logos and artwork, letterhead stationery and purchase requisition forms. Horizon Printing will provide an online ordering system to streamline the order process for both bulk and individual orders and provide delivery on an as-needed basis.

Horizon Printing will provide 30% post-consumer recycled letterhead stationery and envelope products throughout the duration of the contract in accordance with the City's Comprehensive Recycling Resolution.

MBE/WBE solicited: 1/3

MBE/WBE bid: 0/0

BID TABULATION/MATRIX

IFB TVN0082

AE Stationary & Business Card Printing Services

23 Items

<u>Vendor</u>	<u>Total Bid</u>
Horizon Printing Austin, TX	\$26,372
N Business Graphics Austin, TX	\$34,308

A complete bid tabulation is on file in the Purchasing Office and is on the City of Austin, FASD Purchasing Office website.

PRICE ANALYSIS

- Adequate competition.
- One hundred twenty three notices were sent including one MBE and three WBEs. Two bids were received, with no response from the MBE/WBE's.
- The pricing offered represents a 3.4% increase to the last contract issued in September of 2009.

APPROVAL JUSTIFICATION

- Lowest bid. Horizon Printing is not the current provider of these goods.
- The Purchasing Office concurs with Austin Energy's recommended award.
- Advertised on the Internet.