

A G E N D A



Recommendation for Council Action (Purchasing)

Austin City Council	Item ID:	30261	Agenda Number	38.
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Meeting Date:	February 13, 2014
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Department:	Purchasing
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Subject

Authorize award and execution of a 36-month requirements supply contract with AMERICAN PRINTERS EXCHANGE, INC. DBA AMERICAN PRINTING & MAILING, for printing Grow Green Fact Sheets in an amount not to exceed \$75,000 with three 12-month extension options in an amount not to exceed \$25,000 per extension option, for a total contract amount not to exceed \$150,000.

Amount and Source of Funding

Funding in the amount of \$16,667 is available in the Fiscal Year 2013-2014 Operating Budget of the Watershed Protection Department. 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.

Purchasing Language:	Lowest bid meeting specifications.
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Prior Council Action:	
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For More Information:	Jonathan Dalchau, Buyer II, 512-974-2938
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Boards and Commission Action:	
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Related Items:	
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MBE / WBE:	This contract will be awarded in compliance with City Code Chapter 2-9D (Minority-Owned and Women-Owned Business Enterprise Procurement Program). No subcontracting opportunities were identified; therefore, no goals were established for this contract.
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Additional Backup Information

This contract provides printing services for the production of 4-color Grow Green Fact Sheets. The Watershed Protection Department's Grow Green Community Education Outreach Program uses these fact sheets to encourage the reduction of non-point source pollution. The fact sheets promote the use of integrated pest management and water conservation practices. The fact sheets are distributed at no cost to central Texas residents via local garden centers and home improvement centers. The Department will request the vendor on each production run to increase the recycled content of the paper used depending on the market availability at the time of printing.

MBE/WBE solicited: 6/1

MBE/WBE bid: 0/0

BID TABULATION

IFB SDC0265

**Printing of Grow Green Fact Sheets
(4 line items)**

<u>Vendor</u>	<u>Total Price</u>
American Printing and Mailing Austin, TX	\$4,470
N Business Graphics Austin, TX	\$9,060
Capital Printing Austin, TX	\$15,604
One Touch Point Ginnys Austin, TX	\$4,350 *

* Vendor did not bid all lines. One Touch Point Ginnys bided lines were higher than the recommended vendor.

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

PRICE ANALYSIS

- Adequate competition.
- 254 notices were sent, including six MBE and one WBE. Four bids were received with no MBEs/WBEs responding.
- The pricing offered reflects a 10% decrease when comparing total estimated yearly purchase quantities of similar items to the last contract award in January 2008.

APPROVAL JUSTIFICATION

- Lowest bid meeting specifications.
- The Purchasing Office concurs with the Watershed Protection Department's recommended award.
- Advertised in the Austin American Statesman and on the Internet.