

A G E N D A



Recommendation for Council Action (Purchasing)

Austin City Council	Item ID:	45471	Agenda Number	28.
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Meeting Date:	June 4, 2015
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Department:	Purchasing
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Subject

Authorize award and execution of a 12-month service contract with STAPLES CONTRACT & COMMERCIAL, INC., to provide for the printing and mailing of Austin Energy's monthly PowerPlus Newsletter, in an amount not to exceed \$78,053, with four 12-month extension options in an amount not to exceed \$78,053 per extension option, for a total contract amount not to exceed \$390,265.

Amount and Source of Funding

Funding in the amount of \$26,018 is available in the Fiscal Year 2014-2015 Austin Energy Operating Budget. Funding for the remaining eight months of the original contract period and extension options are 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. Current contract expires July 31, 2015.
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Prior Council Action:	
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For More Information:	Leslie Giannattasio, Senior Buyer, 512-322-6583
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Boards and Commission Action:	May 18, 2015 – Approved by the Electric Utility Commission on a 5-1 vote with Commissioner Hadden voting No and Commissioner Herbert absent.
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Related Items:	
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MBE / WBE:	This contract will be awarded in compliance with City Code Chapter 2-9C Minority Owned and Women Owned Business Enterprise Procurement Program. Per the City's Small and Minority Business Resources Department, no subcontracting opportunities were identified; therefore, no goals were established for this solicitation.
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Additional Backup Information

The contract will provide approximately 410,000 copies per month of the PowerPlus customer newsletter to be mailed with City of Austin utility bills. The newsletter, which is also available online and in Spanish, contains information about services from City utilities and departments and also from non-profit organizations that partner with the City. It is a cost effective form of communication at six-tenths of a cent for each of the 4.9 million newsletters printed annually. This newsletter reaches more customers than any other communication medium.

The contractor will be responsible for printing and shipping the newsletters to another City contractor who is responsible for incorporating and mailing the inserts along with the utility bills to City utility customers.

The paper used for the newsletters will have 10-20% recycled content. The current contract will expire on July 31, 2015. Approval of this request in June is requested to ensure there is no lapse in this service.

MBE/WBE solicited: 5/3

MBE/WBE bid: 0/0

BID TABULATION
IFB LAG0023
Printing & Mailing of PowerPlus Newsletter
(1 line item)

<u>Vendor</u>	<u>Total Bid</u>
Staples Contract & Commercial, Inc. Framingham, MA	\$78,053
360 Press Solutions LLC. Cedar Park, TX	\$90,283
Capital Printing Company Austin, TX	\$94,218
PrintMailPro Ltd. Austin, TX	\$96,924
Aus-Tex Printing & Mailing Inc. Austin, TX	\$99,384
OneTouchPoint Southwest Corp. Austin, TX	\$102,336
N Business Graphics Austin, TX	\$108,732
NPC, Inc. Claysburg, PA	\$112,914
Horizons Concepts Bellmore, NY	\$118,080
Visions Integrated Marketing Brooklyn Park, MN	\$118,670

Allied Printing & Mailing Inc.
Austin, TX

\$146,424

A complete bid tabulation is on file in the Purchasing Office and is on the City's Financial Services Austin Finance Online website at: http://ci.austin.tx.us/financeonline/vendor_connection/solicitation/search.cfm

PRICE ANALYSIS

- a. Adequate competition.
- b. 255 notices were sent including five MBEs and three WBEs. 11 bids were received with no response from the MBEs/WBEs.
- c. The pricing offered represents a 1.85% increase from the last contract award made in April 2012.

APPROVAL JUSTIFICATION

- a. Lowest bid received. Staples Contract & Commercial, Inc. is not the current provider of these services.
- b. The Purchasing Office concurs with Austin Energy's recommended award.
- c. Advertised on the internet.