



**Purchasing Service Agreement
CITY OF AUSTIN
RECOMMENDATION FOR COUNCIL ACTION**

**AGENDA ITEM NO.: 24
AGENDA DATE: Thu 05/19/2005
PAGE: 1 of 2**

SUBJECT: Authorize execution of a 12-month service agreement with ALPHAGRAPHICS 587, Austin, TX, for printing of medical forms, labels, and business cards in an amount not to exceed \$79,145, with four 12-month extension options in an amount not to exceed \$79,145 for each extension option, for a total agreement not to exceed \$395,725.

AMOUNT & SOURCE OF FUNDING: Funding in the amount of \$26,382 is available in the Fiscal Year 2004-2005 Approved Operating Budget of the Community Care Services Department. Funding for the remaining eight 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.

REQUESTING Purchasing **DIRECTOR'S**
DEPARTMENT:for Community Care **AUTHORIZATION:** Vickie Schubert
Services;

FOR MORE INFORMATION CONTACT: Barbara McConnell, Buyer I/972-4009

PRIOR COUNCIL ACTION: N/A

BOARD AND COMMISSION ACTION: N/A

PURCHASING: Lowest bid of three bids received.

MBE / WBE: This contract will be awarded in compliance with the Chapter 2-9 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 is for printing services for the Community Care Services Department (CCSD). This service will include the printing of medical forms, business cards, and labels.

CCSD uses 203 different medical forms. These forms are used to document a patient's diagnosis, medical treatment and health education and will become a part of the patient's permanent medical record. The contract will also provide printing services to support CCSD's business card requirements and medical file labels.

The contractor will meet CCSD's requirements using an online ordering system. The online forms master library will be set up to capture templates for all of CCSD's forms, business cards, and labels. Authorized CCSD personnel will access the contractor's online site to order forms, business cards, and labels as required.

On January 11, 1990, Council approved the Comprehensive Recycling Resolution, which set goals for the purchase of recycled paper for City of Austin use. The Resolution allows the City to purchase recycled paper if it is within a 10% price difference over the price of virgin paper. Alphagraphics 587 will use recycled paper for the printing of forms for this contract.



**Purchasing Service Agreement
CITY OF AUSTIN
RECOMMENDATION FOR COUNCIL ACTION**

**AGENDA ITEM NO.: 24
AGENDA DATE: Thu 05/19/2005
PAGE: 2 of 2**

MBE/WBE solicited: 3/11

MBE/WBE bid: 0/1

BID TABULATION

Printing of Medical Forms (203 line items)
IFB No. BM05300002

<u>VENDOR</u>	<u>VIRGIN PAPER TOTAL</u>	<u>RECYCLED PAPER TOTAL</u>
ALPHAGRAPHICS 58 Austin, Texas	\$50,684.06*	\$79,145.15
American Minority Business Forms Austin, Texas	\$82,270.05	\$84,954.05
N Business Graphics Austin, Texas	\$90,957.61	\$90,194.61
Holden Graphics Services Houston, Texas	\$77,292.14	**

*Alphagrahics did not bid all "virgin paper" line items as required by the solicitation.

**Non-responsive. Section 2.0, Paragraph 2.1 of the solicitation specified that the vendor's facility must be within a 75-mile radius from the Texas State Capitol. Also, the specification required that the vendor bid both virgin and recycled paper; however, this vendor bid only virgin paper.

PRICE ANALYSIS

- Adequate competition.
- One hundred and nineteen notices were sent including three MBEs and eleven WBEs. Eleven solicitations were issued including one WBE. Three bids were received including one WBE.
- The current pricing represents a 32% increase to the last purchase made September 2001. This can be attributed to the increase in transportation cost as well as paper cost. The producer price index for paper has increased 5% since 2001.

APPROVAL JUSTIFICATION

- Low bid.
- The Community Care Services Department concurs with the recommended award.
- Advertised in the Austin American-Statesman and on the Internet.