

Purchasing Supply Agreement CITY OF AUSTIN RECOMMENDATION FOR COUNCIL ACTION

AGENDA ITEM NO.: 31 AGENDA DATE: Thu 06/10/2004 **PAGE:** 1 of 2

SUBJECT: Authorize execution of a 12-month supply agreement with ACRATOD OF AUSTIN, INC., Austin, TX, for the purchase of pre-printed case file folders for Municipal Court in an amount not to exceed \$77,760, with two 12-month extension options in an amount not to exceed \$77,760 per extension option, for a total agreement amount not to exceed \$233,280.

<u>AMOUNT & SOURCE OF FUNDING</u>: Funding in the amount of \$25,920 is available in the Fiscal Year 2003-2004 Approved Operating Budget of the Municipal Court 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 Municipal Court;	AUTHORIZATION: Vickie Schubert

FOR MORE INFORMATION CONTACT: Sydney Ceder, Buyer/(512) 974-2035

PRIOR COUNCIL ACTION: N/A

BOARD AND COMMISSION ACTION: N/A

<u>PURCHASING:</u> Lowest bid of six received.

<u>MBE / WBE:</u> This contract will be awarded in compliance with 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 supply agreement will provide for the purchase and delivery of pre-printed case file folders for Municipal Court. These folders have side end tabs that are sequentially numbered according to the case file management system used by Municipal Court. Each numerical digit is color coded according to that digit. The case file folders will have a bar code label placed on the outside of the folder matching the number on the end tab. The Court is designated by law as a "court of record" and as such is required to maintain court records and on-site long-term record storage, which the pre-printed, pre-numbered case file folders provide. Delivery of folders will be on an as needed basis. This contract continues an established system for case file management at the Municipal Court.

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 for a 10% price difference between recycled paper versus virgin paper. Acratod of Austin, Inc will use recycled paper products for this contract. Its bid price for recycled products is lower than the other bidders' price for virgin or recycled products.

MBE/WBE Solicited: 0/3

MBE/WBE bid: 0/0

RCA Serial#: 5416 Date: 06/10/04 Original: Yes Disposition:



Purchasing Supply Agreement CITY OF AUSTIN RECOMMENDATION FOR COUNCIL ACTION

AGENDA ITEM NO.: 31 AGENDA DATE: Thu 06/10/2004 PAGE: 2 of 2

BID TABULATION IFB No. SC04300025 300,000 CASE FILE FOLDERS, ANNUALLY

<u>Vendor</u>	Unit Price <u>Virgin Paper</u>	<u>Total</u>	Unit Price <u>Recycled Paper</u>	<u>Total</u>
Acratod of Austin, Inc. Austin, Texas	No Bid	No Bid	.2592	\$77,760
Nbusiness Graphics Austin, Texas	.2640	\$ 79,200	.2640	\$79,200
ACS Georgetown, Texas	.2920	\$ 87,600	.2920	\$87,600
Ames Envelope Co. Somerville, Massachusetts	No Bid	No Bid	.2970	\$89,100
The Perfect Promotion Minneapolis, Minnesota	.3050	\$ 91,500	No Bid	No Bid
GBS Computer Youngstown, Ohio	.3870	\$116,100	No Bid	No Bid

PRICE ANALYSIS

- a. Adequate competition.
- b. Seventeen notices were sent, including three WBEs. There were no known MBEs listed for this commodity code. Fourteen solicitations were issued. Six bids were received with no response from the WBEs. One "No Bid" was received.
- c. The current pricing represents an approximate 16% decrease in unit price compared to the last contract awarded in November 2000.

APPROVAL JUSTIFICATION

- a. Low bid.
- b. Municipal Court concurs with recommended award.
- c. Advertised in the Austin American-Statesman and the Internet.