



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

**AGENDA ITEM NO.: 34  
AGENDA DATE: Thu 06/24/2004  
PAGE: 1 of 2**

**SUBJECT:** Authorize execution of a 12-month supply agreement with CONTROLL FORMS, Menomonee Falls, WI, for the purchase of utility statement forms and bond paper in an amount not to exceed \$47,761, with two 12-month extension options in an amount not to exceed \$47,761 per extension option, for a total agreement amount not to exceed \$143,283.

**AMOUNT & SOURCE OF FUNDING:** Funding in the amount of \$11,940 is available in the Fiscal Year 2003-2004 Amended Operating Budget of the Electric Utility Department. Funding for the remaining nine 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 Austin Energy; **AUTHORIZATION:** Vickie Schubert

**FOR MORE INFORMATION CONTACT:** Sydney Ceder, Buyer II/974-2035

**PRIOR COUNCIL ACTION:** N/A

**BOARD AND COMMISSION ACTION:** N/A

**PURCHASING:** Lowest bid of seven bids received.

**MBE / WBE:** 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 the solicitation.

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This contract is for the purchase of utility statement forms, preprinted with heading information, to be used for the City's monthly residential and commercial utility bills. The utility statement forms will be used for the billing of utilities and services provided by Austin Energy, Austin Water Utility, Solid Waste Services, Drainage and the Transportation User Fee (TUF). The non-printed, perforated bond paper will be used for termination notices, bill reprints and deposit receipts.

Controll Forms will print the City's artwork on the forms and ship approximately 1.6 million forms every four months to DocuCorp International, a subcontractor of Orcom Solutions, Inc., DBA Alliance Data Systems, the City's current utility bill processing contractor. DocuCorp will print and mail itemized statements to all residential and commercial customers.

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 the cost is within 10% of the cost of virgin paper. Controll Forms will not be using recycled paper for the utility statements because the cost for recycled paper exceeds the cost of virgin paper products by more than 10%.

MBE/WBE Solicited: 0/4

MBE/WBE Bid: 0/0



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**BID TABULATION – SC04300026  
(Utility Statements – 2 line items)**

<u>Vendor</u>	<u>Virgin Paper</u>	<u>Recycled Paper</u>
<b>Controll Forms Menomonee Falls, Wisconsin</b>	<b>\$ 47,760.56</b>	<b>\$ 60,294.36</b>
American Minority Business Forms Cedar Park, Texas	\$ 53,341.01	\$ 55,792.16
ProForma Austin, Texas	\$ 56,171.50	\$ 56,171.50
Nbusiness Graphics Austin, Texas	\$ 57,659.68	\$ 57,659.68
Alexander Clark Printing Boise, Idaho	\$ 66,238.60	No Bid
Kinko's Austin, Texas	No Bid	\$134,458.00
Communication Specialists Austin, Texas	\$158,788.00	\$152,780.00

A complete bid tabulation is available in the Purchasing Office.

**PRICE ANALYSIS**

- Adequate competition.
- Twelve notices were sent, including four WBEs. There were no known MBEs. Sixteen solicitations were issued. Seven bids were received with no response from the WBEs.
- The current pricing represents an approximate 20% decrease in unit price compared to the last contract awarded in May 2001. This decrease is due to the decrease in paper costs to the vendor.

**APPROVAL JUSTIFICATION**

- Low bid.
- Austin Energy and the Materials Management Division concur with the recommended award.
- Advertised in the Austin American-Statesman and the Internet.