Purchasing Service Agreement
CITY OF AUSTIN
RECOMMENDATION FOR COUNCIL ACTION

AGENDA ITEM NO.: 15
AGENDA DATE: Thu 10/06/2005

SUBJECT: Authorize execution of a 12-month service agreement with GINNY'S PRINTING, Austin, TX for flat sheet printing services in an amount not to exceed $445,579, with three 12-month extension options in an amount not to exceed $445,579 per extension option, for a total agreement amount not to exceed $1,782,316.

AMOUNT & SOURCE OF FUNDING: Funding in the amount of $445,579 is included in the 2005-2006 Approved Operating Budgets of all City Departments. Funding for the 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 DEPARTMENT: Purchasing for Fire; Police; Austin Water Utility; Austin Energy; Public Works;

DIRECTOR'S 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: Low bid of five 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 this solicitation.

This contract establishes a service agreement for specified types of flat sheet printing for use by all City departments. All types of "quick-copy" printing will be covered with limited finishing services. This contract eliminates time spent soliciting small bids for each individual print job and offers volume discount savings. The vendor on this contract will be required to provide a specific quality of work per service job and meet delivery requirements. Award was determined by the lowest average bid price submitted for all line items.

MBE/WBE Solicited: 3/10

MBE/WBE Bid: 0/0

BID TABULATION
IFB # SC05300057
Flat-Sheet Printing
(Estimated Annual Expenditure - $445,579)
Line Items - 22

VENDOR	TOTAL AVERAGE UNIT PRICE
GINNY'S PRINTING **AUSTIN, TX**	**$0.0758**
Texas Department of Criminal Justice – Torres Unit Hondo, TX	$0.0945
Alphagraphics Austin, TX	$0.1564
A-1 Quality Blueprint & Fast Copy Austin, TX	$0.1841
Speedy's Printing Austin, TX	$0.2532

A complete bid tabulation is available in the Purchasing Office.

PRICE ANALYSIS

a. Adequate competition.
b. Fifty-two notices were sent, including three MBEs/ten WBEs. Twelve solicitations were issued including one WBE. Five bids were received with no MBE/WBEs responding. Four "No Bids" were received including one WBE.
c. The pricing offered represents less than a 1% increase in the average unit price per item from the last contract awarded June 2001.

APPROVAL JUSTIFICATION

a. Low bid.
b. Finance and Administrative Services Department, Materials Management Division concurs with the recommended award.
c. Advertised in the Austin American-Statesman and Internet.