

A U S T I N C I T Y C O U N C I L

AGENDA



Thursday, June 22, 2006

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#35

**Purchasing Service Agreement
RECOMMENDATION FOR COUNCIL ACTION**

Subject: Authorize award and execution of a 12-month requirements supply contract with ATLANTIC ENVELOPE CO., Houston, TX, for window envelopes printed on recycled paper in an estimated amount not to exceed \$148,275, with two 12-month extension options in an estimated amount not to exceed \$148,275 per extension option, for a total estimated contract amount not to exceed \$444,825.

Amount and Source of Funding: Funding in the amount of \$37,069 is available in the Fiscal Year 2005-2006 Approved Operating Budget of Austin Energy. Funding for the remaining nine months of the original contract period and 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.

Additional Backup Material

(click to open)

 ATLANTIC ENVELOP
062206 BID TAB

For More Information: Sydney Ceder, Buyer II/974-2035

Purchasing Language: Lowest bid of five bids received.

MBE/WBE: This contract will be awarded in compliance with Chapter 2-9D 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 the supply of printed outgoing and return window envelopes sizes #9, #10 and 9" X 12" to be used for monthly customer utility bills with the City's Customer Information System. The envelopes will be used for mail out of bill and return of utility bill payments.

In accordance with the Comprehensive Recycling Resolution, approved by Council on January 11, 1990, a price was requested for virgin and recycled paper. The recommended vendor's bid for recycled paper is within the 10% price range of the lowest proposed virgin paper price as required by the above Resolution; therefore, recycled items are recommended for purchase.

MBE/WBE Solicited: 1/12 MBE/WBE Bid: 0/0

PRICE ANALYSIS

- a. Adequate competition.
- b. Forty-one notices were issued, including one MBE and 12 WBEs. Nine solicitations were issued including one WBE. Six bids were received with no response from the MBEs/WBEs. Two "No Bids" were received.
- c. The pricing offered represents a 1% increase to the last award made February 2004.

APPROVAL JUSTIFICATION

a. Lowest bid.

b. The Purchasing Office concurs with the Finance and Administrative Services Department, Materials Management Division and Austin Energy's recommended award.

c. Advertised in the Austin American-Statesman and on the Internet.

**CITY OF AUSTIN
RECOMMENDATION FOR COUNCIL ACTION
VENDOR NAME:**

**AGENDA DATE:
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BID TABULATION

IFB# SC06300026

Printed Window Envelopes - Three Line Items

<u>Vendor</u>	<u>Recycled Paper</u>	<u>Virgin Paper</u>
Atlantic Envelope Co. Houston, Texas	\$148,275.00	\$145,825.00
American Minority Business Forms Cedar Park, Texas	\$158,284.00	\$158,284.00
Mail Processing Center, Inc. Cedar Park, Texas	\$162,687.80	\$160,092.60
N Business Graphics Austin, Texas	\$163,400.00	\$163,400.00
Prestige Business Solutions, Inc. Dallas, Texas	\$176,387.00	\$172,735.60
Torres Unit Printing Facility Hondo, Texas	\$406,250.00	\$579,950.00

Bid tabulation is on file in the Purchasing Office.