

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

AGENDA



Thursday, November 16, 2006

+ Back Print

Purchasing Office RECOMMENDATION FOR COUNCIL ACTION

ITEM No. 35

Subject: Authorize award and execution of a 24-month requirements service contract with NATIONAL ENVELOPE - GRAND PRAIRIE, LLC, Grand Prairie, TX, for the purchase of departmental envelopes in an estimated amount not to exceed \$118,424, with two 12-month extension options in an estimated amount not to exceed \$59,212 per extension option, for a total estimated contract amount not to exceed \$236,848.

Amount and Source of Funding: Funding in the amount of \$54,278 is available in the Fiscal Year 2006-2007 Operating Budgets of all City Departments. Funding for the remaining 13 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.

Additional Backup Material
(click to open)
 NATL ENVELOPE

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

Purchasing Language: Lowest bid meeting specification of four 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 and printing of departmental mailing envelopes for all City departments. These envelopes will be used daily in the normal functions of all City departments. The vendor must ensure that the envelopes conform to the current minimum U.S. Postal Service standards for business mailers. These envelopes are stocked as inventory items by the Finance and Administrative Services Department, Materials Management and are issued to City departments as needed

On January 11, 1990, Council approved a resolution known as 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 to be considered for vendors who propose recycled products from vendors who do not. National Envelope - Grand Prairie LLC will be using recycled paper for this contract.

MBE/WBE Solicited: 3/12 MBE/WBE Bid: 0/0

PRICE ANALYSIS a. Three bidders submitted non-responsive bids. One vendor did not acknowledge the addendum as required by the solicitation. The other two vendors did not submit pricing on the correct bid sheet as required by the solicitation addendum. b. Forty-three notices were sent, including three MBEs and twelve WBEs. Ten solicitations were issued. One bid was received with no response from the MBEs/WBEs. Two "No Bids" were received. c. The pricing offered represents a 40% increase from the last contract award in May 2003. This is due to the steady increases in costs associated with the production of paper products. Additionally, the film used for window envelopes is a petroleum based product which has also steadily increased in price throughout the market.

APPROVAL JUSTIFICATION a. Lowest bid meeting specification of four bids received. b. The Purchasing Office concurs with Materials Management's recommended award. c. Advertised in the Austin American-Statesman and on

the Internet

AGENDA DATE: 11/16/06

VENDOR NAME: NATIONAL ENVELOPE – GRAND PRAIRIE LLC

BID TABULATION

IFB# SC06300056

**Supply and Printing of Departmental Envelopes
(9 line items)**

Vendor

Total Price

**National Envelope – Grand Prairie LLC
Grand Prairie, Texas**

\$118,424

Ginny's Printing & Copying*
Austin, TX

Love Envelopes, Inc.*
Dallas, TX

Advantage Resources Services*
Dallas, TX

*An addendum was issued that included revised bid sheets. Vendors did not submit bid pricing on revised bid sheets as required.

Bid tabulation is on file in the Purchasing Office.