

AGENDA



Thursday, July 29, 2010

**Purchasing Office
RECOMMENDATION FOR COUNCIL ACTION**
Item No. 72

Subject: Authorize award and execution of a 36-month requirements service contract with POWELL OFFSET SERVICE, INC., Austin, TX, for flat sheet printing services in an estimated amount not to exceed \$765,000, with three 12-month extension options in an estimated amount not to exceed \$255,000 per extension option, for a total estimated contract amount not to exceed \$1,530,000.

Amount and Source of Funding: Funding in the amount of \$42,500 is available in the Fiscal Year 2009–2010 Operating Budgets of various City departments. Funding for the remaining 34 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.

For More Information: Lupe Cruz, Buyer I, 974-9142

Purchasing Language: Lowest bid meeting specifications of five bids received.

MBE/WBE: This contract will be awarded in compliance with Chapter 2-9C 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.

Boards and Commission Action: Recommended by Water and Wastewater Commission.

On February 4, 2010, Council approved the execution of a contract for flat sheet printing services for City staff in the North and South zones of the city. The contractor who was awarded the South zone sold his business to another company who was not interested in assuming the responsibilities of the City contract; therefore, the contract was terminated

This replacement contract will provide printing services for City staff within the South zone of the city. Upon receipt of items to be printed, the contractor will complete work within 24 hours of receipt of the requests. This contract will reduce the costs and inefficiency of purchasing these services on a case by case basis, and reduce the amount of required travel.

MBE/WBE solicited: 3/8 MBE/WBE bid: 0/0

PRICE ANALYSIS

- a. Adequate competition.
- b. One hundred seventy-four notices were sent, including three MBEs and eight WBEs. Five bids were received, with no response from the MBE/WBEs.
- c. The pricing offered represents a 9% increase to the last contract award in February 2010.

APPROVAL JUSTIFICATION

- a. Lowest bid received meeting specifications.
- b. The Purchasing Office concurs with the Finance and Administrative Services Department's Materials Management Division's recommended award.
- c. Advertised in the Austin American-Statesman and on the Internet.