

A G E N D A



Recommendation for Council Action (Purchasing)

Austin City Council		Item ID:	59181	Agenda Number	43.
Meeting Date:		June 23, 2016			
Department:		Purchasing			
Subject					
Authorize award and execution of a 36-month contract with PRINTMAILPRO.COM DBA PRINTMPRO, LTD to provide collection notice, printing and processing services in an amount not to exceed \$309,000, with three 12-month extension options in an amount not to exceed \$103,000 per extension option, for a total contract amount not to exceed \$618,000.					
Amount and Source of Funding					
Funding in the amount of \$34,333 is available in the Fiscal Year 2015-2016 Operating Budget of Municipal Court. Funding for the remaining 32 months of the original contract period and extension options are contingent upon available funding in future budgets.					
Fiscal Note					
A fiscal note is not required.					
Purchasing Language:		The Purchasing Office issued an Invitation for Bids (IFB) JXP0103REBID for these services on March 21, 2016 and it closed on April 12, 2016 with two offers received. The recommended offer is the lowest offer submitted by a responsible offeror. Additional information on the solicitation is included below the line. The recommended offeror is the current provider for these services.			
Prior Council Action:					
For More Information:		Jonathan Dalchau, Senior Buyer Specialist, 512-974-2938			
Boards and Commission Action:					
Related Items:					
MBE / WBE:		This solicitation was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9C Minority Owned and Women Owned Business Enterprise Procurement Program. For the services required for this solicitation, there were insufficient subcontracting opportunities and an insufficient number of certified M/WBEs; therefore, no subcontracting goals were established.			
Additional Backup Information					

This contract is for the printing, processing and mailing of large quantities of notices sent from the Municipal Court. Under this contract, an estimated 550,000, two-sided, bilingual (Spanish/English) notices will be printed, processed, and mailed each year by the Contractor. PrintMailPro.com will also be responsible for processing and mailing trial docket appearance notices printed by Municipal Court on a daily basis. Additionally, PrintMailPro.com will also be required to print, process and mail up to 100,000 two-sided, bilingual postcards for special notice mailings. PrintMailPro.com is certified through the State of Texas Historically Underutilized Business (HUB) and the North Central Texas Regional Certification Agency (NCTRCA).

Municipal Court's current contract expires on June 25, 2016. Without a contract in place, the Municipal Court would not be able to submit timely notices to citizens and could be faced with penalties from the State as proper notification is required under the collection improvement program. Additionally, the Municipal Court's staff would have to take on additional tasks currently performed by the Contractor which would be a substantial workload increase.

BID TABULATION
IFB JXP0103REBID
Printing and Processing Collections Notices
(13 Line Items)

<u>Vendor</u>	<u>Total Bid Price</u>
PrintMailPro.com Austin, TX	\$96,588
Business and Personal Solutions Cedar Creek, TX	\$209,325

PRINTMAILPRO.COM DBA PRINTMPRO, LTD				
	# months	Contract Amount	Contract Amendment	Revised Amount
Original Term	36	\$ 309,000	n/a	n/a
Extension Option 1	12	\$ 103,000	n/a	n/a
Extension Option 2	12	\$ 103,000	n/a	n/a
Extension Option 3	12	\$ 103,000	n/a	n/a
TOTAL	72	\$ 618,000	\$ -	\$ -

A complete solicitation package, including a bid tabulation, is on file in the City's Purchasing Office and is available on the City's Financial Services Austin Finance Online website. Link: [Solicitation Documents](#)