

A G E N D A



Recommendation for Council Action (Purchasing)

Austin City Council		Item ID:	64885	Agenda Number	31.
Meeting Date:		December 1, 2016			
Department:		Purchasing			
Subject					
Authorize award and execution of a 36-month contract with PRINTMAILPRO.COM, to provide citywide printing services, in an amount not to exceed \$1,511,721, with three 12-month extension options in an amount not to exceed \$503,907 per extension option, for a total contract amount not to exceed \$3,023,442.					
Amount and Source of Funding					
Funding in the amount of \$419,923 is available in the Fiscal Year 2016-2017 Operating Budgets of various City departments. Funding for the remaining 24 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) CRR0208 for these services on August 29, 2016 and it closed on September 15, 2016 with six 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:	Claudia Rodriquez, Senior Buyer, 512-974-3092				
Boards and Commission Action:	November 9, 2016 – Unanimously recommended by the Water & Wastewater Commission on a 9-0 vote with Commissioner's Parker and Turrieta absent.				
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; therefore, no subcontracting goals were established.				
Additional Backup Information					

The contract will provide printing services for all City departments. These printing services will include black and white and color printing, business cards, forms printing, and related printing services such as binding, collating, and drilling. The contractor will provide each department with access to an online ordering system.

The contractor is the current provider of many of these services and is a local vendor which employs Austin residents. The solicitation requested sustainable measures such as using recycled paper, Energy-Star certified printing equipment, and low-volatile organic compound inks to be used in this contract and the proposed Contractor is able to meet these requirements. The contractor is a state of Texas Historically Underutilized Business (HUB) certified minority vendor.

This is a consolidation of multiple contracts for the following types of printing services: flat sheet, business cards, forms, envelopes, as well as print and mail services. Historically the City has spent approximately \$348,000 annually for flat sheet, business cards, and forms printing. This new consolidated contract will provide additional services that were not available on previous contracts, is open to all City departments to use, and will consolidate other printing related contracts which will expire in 2017.

If the City is unable to secure the contract, City departments will not have a source for their printing needs, business cards, or other related printing services.

BID TABULATION
IFB CRR0208
Citywide Printing Services
89 Line Items

<u>Vendor</u>	<u>Total Bid Sample Items (Item Lines Bid)</u>	<u>Total Award (Item Lines Award)</u>
PrintMailPro.com	\$503,907 (89 of 89)	\$503,907 (89 of 89)
CW Print Services, Inc.	\$575,000 (89 of 89)	
Alpha Graphics, Inc.	\$905,750 (89 of 89)	
Whitley Plus	\$156,421 (85 of 89)	
One Touch Point	\$1,157,815 (83 of 89)	
360 Press Solutions, LLC	*	

*Deemed Non-Responsive – Did not meet the specification requirements of the solicitation.

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](#)

PRINTMAILPRO.COM				
	# months	Contract Amount	Contract Amendment	Revised Amount
Original Term	36	\$ 1,511,721	n/a	n/a
Extension Option 1	12	\$ 503,907	n/a	n/a
Extension Option 2	12	\$ 503,907	n/a	n/a
Extension Option 3	12	\$ 503,907	n/a	n/a
TOTAL	72	\$ 3,023,442	\$ -	\$ -