



Recommendation for Action

File #: 19-2554, **Agenda Item #:** 14.

10/3/2019

Posting Language

Authorize award of a multi-term contract with Miller Imaging & Digital Solutions, Inc., to provide blueline printing, duplication and scanning services, for up to five years for a total contract amount not to exceed \$550,000.

(Note: 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 no subcontracting opportunities; therefore, no subcontracting goals were established).

Lead Department

Purchasing Office.

Client Department(s)

Austin Convention Center Department; Capital Contracting Office; Parks and Recreation Department; Public Works.

Fiscal Note

Funding in the amount of \$110,000 is available in the Fiscal Year 2019-2020 Operating Budgets of various City departments. Funding for the remaining contract term is contingent upon available funding in future budgets.

Purchasing Language:

The Purchasing Office issued an Invitation for Bids (IFB) 7400 DCM1010 for these services. The solicitation issued on May 13, 2019, and it closed on June 20, 2019. Of the four offers received, the recommended contractor submitted the lowest responsive offer. A complete solicitation package, including a tabulation of the bids received, is available for viewing on the City's Financial Services website, Austin Finance Online. Link: [Solicitation Documents](https://www.austintexas.gov/financeonline/account_services/solicitation/solicitation_details.cfm?sid=124231)

[<https://www.austintexas.gov/financeonline/account_services/solicitation/solicitation_details.cfm?sid=124231>](https://www.austintexas.gov/financeonline/account_services/solicitation/solicitation_details.cfm?sid=124231).

For More Information:

Inquiries should be directed to the City Manager's Agenda Office, at 512-974-2991 or

AgendaOffice@austintexas.gov [<mailto:AgendaOffice@austintexas.gov>](mailto:AgendaOffice@austintexas.gov)

NOTE: Respondents to this solicitation, and their representatives, shall continue to direct inquiries to the solicitation's Authorized Contact Person: Diana McIntosh, at 512-974-2034 or

Diana.McIntosh@austintexas.gov [<mailto:Diana.McIntosh@austintexas.gov>](mailto:Diana.McIntosh@austintexas.gov).

Additional Backup Information:

The contract is for blueline printing, duplication and scanning services. The contract will be used to support the ongoing needs of capital project delivery by producing project manuals, specifications and drawings, as well as other project-related documents and bluelines. The contract allows for timely response to project needs for quick turnaround, sometimes requiring as little as 24 hours to complete orders. The contract will provide printed materials, full color and black and white copies, binding, and scanning services. Materials

derived from completed orders will be provided to internal and external stakeholders including consultants, contractors and subcontractors.

This contract will replace a current contract which expires October 4, 2019. The requested authorization amount was determined using estimates of annual usage and historical spending. The contractor is certified by the State of Texas as a Historically Underutilized Business (HUB).

Contract Detail:

<u>Contract Term</u>	<u>Length of Term</u>	<u>Contract Authorization</u>
Initial Term	3 yrs.	\$330,000
Optional Extension 1	1 yr.	\$110,000
Optional Extension 2	1 yr.	\$110,000
TOTAL	5 yrs.	\$550,000

Note: Contract Authorization amounts are based on the City's estimated annual usage.