



**Purchasing Service Agreement
CITY OF AUSTIN
RECOMMENDATION FOR COUNCIL ACTION**

**AGENDA ITEM NO.: 16
AGENDA DATE: Thu 02/10/2005
PAGE: 1 of 2**

SUBJECT: Authorize execution of a 12-month service agreement with AMERICAN MINORITY BUSINESS FORMS, Austin, TX, for the production of City-wide forms in an amount not to exceed \$73,719, with two 12-month extension options in an amount not to exceed \$73,719 per extension option, for a total agreement amount not to exceed \$221,157.

AMOUNT & SOURCE OF FUNDING: Funding in the amount of \$55,289 is available in the Fiscal Year 2004-2005 Approved Operating Budget of the Finance and Administrative Services Department, Materials Management Division. Funding for the remaining three months of the original contract period and the extension options is contingent upon available funding in future budgets.

FISCAL NOTE: There is no unanticipated fiscal impact. A fiscal note is not required.

REQUESTING Purchasing	DIRECTOR'S
DEPARTMENT: for Financial and	AUTHORIZATION: <u>Vickie Schubert</u>
Administrative Services;	

FOR MORE INFORMATION CONTACT: Sydney Ceder, Buyer II/974-2035

PRIOR COUNCIL ACTION: N/A

BOARD AND COMMISSION ACTION: N/A

PURCHASING: Lowest bid of three bids received

MBE / WBE: This contract will be awarded in compliance with Chapter 2-9 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 will provide for the production of a variety of different preprinted business forms for citywide use. These forms are needed to provide services to the public as well as to meet departments' internal needs. American Minority Business Forms will provide form design, typesetting and printing of the forms. Some forms, including letterhead, leave reports, petty cash, purchase order forms, and journal vouchers, etc, are used city-wide. Other forms, including abandoned vehicle documents, pawn shop record booklets, misdemeanor citations, contact cards, mug shot cards, fingerprint forms and accident reports, are used by the Austin Police Department. The contractor will deliver orders to the Materials Management Division, Financial and Administrative Services Department. Materials Management Division will be responsible for stocking the forms and issuing them to the departments on an as-needed basis. Department personnel will be responsible for picking up their orders at the Materials Management location.

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. American Minority Business Forms will use recycled paper products for this contract.

MBE/WBE Solicited: 2/11

MBE/WBE Bid: 0/0



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BID TABULATION

PRINTING; CITY WIDE FORMS – SC04300049

<u>VENDOR</u>	<u>VIRGIN PAPER</u>	<u>RECYCLED PAPER</u>
American Minority Business Forms Austin, Texas	\$ 73,718.80	\$ 73,718.80
N Business Graphics Austin, Texas	\$ 72,184.64	\$ 74,207.53
Print Depot Austin, Texas	\$126,592.69	\$137,096.62

* A complete bid tabulation is available in the Purchasing Office.

PRICE ANALYSIS

- Adequate competition.
- Thirty-three notices were sent including 11 MBEs and two WBEs. Nine bids were issued, including two MBEs and one WBE. Three bids were recieved. The MBEs did not respond. Three "No Bids" were received including the WBE.
- The current bid pricing represents an approximate 4% decrease from the last contract awarded in September 2001.

APPROVAL JUSTIFICATION

- Lowest bidder.
- The Materials Management Division of the Finance and Administrative Services Department concurs with the recommended award.
- Advertised in the Austin American-Statesman and the Internet.