



**Purchasing Contract
CITY OF AUSTIN
RECOMMENDATION FOR COUNCIL ACTION**

**AGENDA ITEM NO.: 27
AGENDA DATE: Thu 07/28/2005
PAGE: 1 of 2**

SUBJECT: Authorize execution of a 12-month service agreement with AUS-TEX PRINTING & MAILING, Austin, TX for printing and mailing of a new customer brochure and inserts in an amount not to exceed \$55,007.73, with three 12-month extension options in the amount not to exceed \$55,007.73 per extension option, for a total contract amount of \$220,030.92.

AMOUNT & SOURCE OF FUNDING: Funding in the amount of \$9,167.45 is available in the Fiscal Year 2004-2005 Amended Operating Budget of Austin Energy. Funding for the remaining ten 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.

REQUESTING Purchasing **DIRECTOR'S**
DEPARTMENT:for Austin Energy; **AUTHORIZATION:** Vickie Schubert

FOR MORE INFORMATION CONTACT: Dolores Castillo, Senior Buyer/322-6466

PRIOR COUNCIL ACTION: N/A

BOARD AND COMMISSION ACTION: N/A

PURCHASING: Lowest bid of five 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 Austin Energy with the necessary printing, inserting, and mailing of a new customer brochure and inserts. This brochure will be mailed to new customers beginning in August 2005. The brochure and inserts provide instructions and phone numbers for available City services such as electricity, water, garbage removal, street repair and emergency phone numbers. Printing of the brochure will include up to 10 inserts and envelopes. Additional services include postage and mailing services. A magnet with power outage numbers will also be included inside the brochure.

MBE/WBE Solicited: 3/10

MBE/WBE Bid: 0/2



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**BID TABULATION
IFB# DC05300013**

	Quantity	Aus-Tex Austin, TX (WBE/FR)	Pro Print Austin, TX	CSI Austin, TX	Proforma DCS Austin, TX (WBE/FR)	LithoPrint Austin, TX
Printing of Brochures & Inserts	200,000	\$19,051.25	\$23,200.00	\$33,200.00	\$31,740.00	\$21,640.00
Assembly of up to 10 Inserts	200,000	\$24,519.66	\$36,160.00	\$36,200.00	\$17,576.00	\$86,200.00
Envelopes	180,000	\$3,156.82	\$5,175.00	\$3,474.00	\$4,752.00	\$3,996.00
Mailing	180,000	\$8,280.00	\$11,844.00	\$9,540.00	\$44,136.00	\$8,460.00
Magnets	200,000	\$27,959.46	\$42,000.00	\$13,920.00*	\$40,144.00	\$20,200.00

Note: A complete bid tabulation is available in the Purchasing Office.

* The award to CSI for the magnet will be awarded administratively after approval of award herein.

PRICE ANALYSIS

- a. Adequate competition.
- b. Twenty notices were issued including three MBEs and ten WBEs. Seven bids were issued including one MBE and three WBEs. Five bids were received including two WBEs. The MBE did not respond.
- c. A price comparison is not available since Austin Energy has never contracted for this type of brochure.

APPROVAL JUSTIFICATION

- a. Lowest bid.
- b. Austin Energy concurs with the recommended award.
- c. Advertised on the Internet.