

## A G E N D A



## Recommendation for Council Action (Purchasing)

Austin City Council	Item ID:	14113	Agenda Number	13.
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Meeting Date:	April 12, 2012
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Department:	Purchasing
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## Subject

Authorize award and execution of a 12-month requirements service contract with AUS-TEX PRINTING & MAILING, INC. for printing of the PowerPlus newsletter for Austin Energy in an estimated amount not to exceed \$74,736, with two 12-month extension options in an estimated amount not to exceed \$74,736 per extension option, for a total estimated contract amount not to exceed \$224,208.

## Amount and Source of Funding

Funding in the amount of \$31,140 is available in the Fiscal Year 2011-2012 Operating Budget of Austin Energy. Funding for the remaining seven 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.

Purchasing Language:	Lowest bid received.
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Prior Council Action:	
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For More Information:	Dolores Castillo, Sr. Buyer/322-6466
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Boards and Commission Action:	Recommended by the Electric Utility Commission.
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Related Items:	
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MBE / WBE:	This contract will be awarded in compliance with Chapter 2-9C 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.
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## Additional Backup Information

This contract will provide approximately 400,000 copies per month of the PowerPlus customer newsletter to be mailed with City of Austin utility bills. The newsletter, which is also available online and in Spanish, serves to communicate City department-related services information. It is a cost effective form of communications at six-tenths of a cent for each of the 4.8 million newsletters printed annually. The newsletter reaches more customers than any other Austin Energy communication medium. The newsletter contains information about services from City of Austin departments and also from non-profit organizations that partner with the City of Austin.

Aus-Tex is responsible for printing, packaging, and shipping the inserts to OSC Texas. OSC Texas is responsible for stuffing and mailing the insert along with the utility bills.

MBE/WBE solicited: 5/4

MBE/WBE bid: 0/0

#### **BID TABULATION**

DKC0092

1 Line Item

<u>Vendor</u>	<u>12 month Estimated Total Price</u>
Aus-Tex Print & Mailing, Inc. Austin, TX	\$ 74,736.00
Ginny's Printing Austin, TX	\$ 79,939.00
Print Mail Pro Austin, TX	\$ 107,616.00
Communication Specialists, Inc. Austin, TX	\$114,864.00

#### **PRICE ANALYSIS**

- Adequate competitions.
- Two hundred and two notices were sent including four MBEs and five WBEs. Four bids were received with no responses from the MBE s or WBE's.
- This is the first long term agreement of this type; however the pricing represents a decrease of 3.5% from the cost of purchasing on a monthly basis.

#### **APPROVAL JUSTIFICATION**

- Lowest bid.
- The Purchasing Office concurs with Austin Energy/s recommended award.
- Advertised on the Internet.