

A G E N D A



Recommendation for Council Action (Purchasing)

Austin City Council	Item ID:	15429	Agenda Number	66.
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Meeting Date:	May 24, 2012
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Department:	Purchasing
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Subject

Authorize award and execution of a requirements service contract with AUS-TEX PRINTING AND MAILING, or one of the other qualified bidders for IFB-BV No. JSD0212, to provide printing services for human resources publication materials for the Human Resources Department in an estimated amount not to exceed \$190,000 with three one-year extension options in an estimated amount not to exceed \$95,000 per extension option, for a total estimated contract amount not to exceed \$475,000.

Amount and Source of Funding

Funding in the amounts of \$16,000 is available in the fiscal year 2011-2012 Operating Budget of the Human Resources Employees Benefits Department. 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.

Purchasing Language:	Best evaluated bid received.
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Prior Council Action:	
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For More Information:	Jeff Dilbert, Corporate Purchasing Manager, 512-974-2021
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Boards and Commission Action:	
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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 is for printing services to provide human resources print materials distributed to City employees, dependents, and retirees. Federal Law requires the City to distribute many of the publications to employees in written format. These include employee benefits open enrollment publications, information included in the Employee and Retiree Benefit Guides, Affordable Care Act print materials, and the schedule of benefits of coverage. Organizational Development training materials such as the Diversity workbook, Supervisor Training manuals, and New Employee Orientation manuals are included in this contract. Personnel Policies manuals, Pay Plus Statements, and benefits forms must also be distributed to employees in written form. Printed materials also facilitate communication to field employees who do not have access to computers at the work place.

An Invitation for Bid, Best Value method was used for this solicitation. The evaluation panel consisting of benefits expert personnel from the Human Resources Department evaluated the bids based on company experience, personnel qualifications, prior experience, responsiveness to scope of work, acceptance of the City's contract terms, and total cost. The recommendation for award was to Aus-Tex Printing and Mailing, the best evaluated bidder.

The previous contract was \$75,000 a year. Increases in this request reflect the addition of Federal printing requirements due to Affordable Care Act and the inclusion of the Organizational Development training materials.

This request allows for the execution of a contract with a bidder, who provides the best value to the City, that Council selects. If this bidder does not execute a contract with the City, staff will return to Council so that Council may select another best value bidder and authorize a contract with this bidder.

MBE/WBE solicited: 8/8

MBE/WBE bid: 0/0

BID TABULATION

PROPOSAL ANALYSIS

- a. Adequate competition.
- b. 268 notices were sent including 8 MBEs and 8 WBEs. Eight bids were received. No responses from MBEs/WBEs.
- c. The average per unit pricing has remained unchanged from the previous contract. However, the annual cost represents a 17% increase over the previous contract due to additional Federal printing requirements of the Affordable Care Act and the inclusion of the Organization Development training materials.

APPROVAL JUSTIFICATION

- a. Best evaluated bid. Aus-Tex Printing and Mailing is the current provider of these goods/services.
- b. The Purchasing Office concurs with the Human Resource Department's recommended award.
- c. Advertised in the Austin American Statesman and on the Internet.