



To: Zero Waste Advisory Commission

From: Bob Gedert, Department Director, Austin Resource Recovery

Date: June 12, 2013

Subject: Flat Sheet Printing Services Contract

The purpose of this item is to obtain a favorable ZWAC recommendation for the City Council to approve execution of a 36-month requirements service agreement with ONE TOUCH POINT GINNY'S for flat sheet printing services in an amount not to exceed \$909,000 with three (3) 12-month extension options in an estimated amount not to exceed \$303,000 per extension option, for a total contract amount not to exceed \$1,818,000.

Background

This contract will provide flat sheet printing services for the Austin Resource Recovery Department (ARR). Services will include black and white and color copying (printing), file processing (set-up) and bulk mail preparation including delivery to the Post Office. The contractor will complete each project and deliver the finished product to ARR within a mutually agreed upon timeframe. Projects requiring completion within 48 hours will be considered "Rush" projects and will be subject to a \$25 additional flat fee. The contract will require the use of paper having 100 percent (100%) recycled content of which at least 40 percent (40%) is made from post-consumer recycled material and Forest Stewardship Council (FSC) certification. This contract will include pricing for bulk mail preparation and requirements for recycled content paper not included in the existing City-wide Flat Sheet printing contracts.

Contract Timeline

March 7th – ARR Submits Requisition for New Master Agreement to COA Purchasing Office
March 25th – COA Purchasing Office Issues Invitation for Bid – Best Value (IFBBV)
April 19th – Bid Opening
April 30th – Bid Evaluation/Scoring
June 12th – ZWAC Meeting
June 20th – City Council Consideration/Action

Staff Recommendation

Staff recommends City Council approval for the award and execution of a contract with ONE TOUCH POINT GINNY'S for flat sheet printing services in an amount not to exceed \$909,000 with three (3) 12-month extension options in an estimated amount not to exceed \$303,000 per extension option, for a total contract amount not to exceed \$1,818,000.