

## A G E N D A



## Recommendation for Council Action (Purchasing)

Austin City Council	Item ID:	25695	Agenda Number	31.
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Meeting Date:	August 8, 2013
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Department:	Purchasing
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## Subject

Authorize award and execution of a 36-month service contract with ONE TOUCH POINT GINNY'S for printing of the Austin plant guides for the Watershed Protection Department in an amount not to exceed \$180,000, with three 12-month extension options in an amount not to exceed \$60,000 per extension option, for a total contract amount not to exceed \$360,000.

## Amount and Source of Funding

Funding in the amount of \$10,000 is available in the Fiscal Year 2012-2013 Operating Budget of the Watershed Protection Department. Funding for the remaining 32 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:	Steve Cocke, Buyer II, 974-2003
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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 City Code Chapter 2-9C (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 printing of the Native & Adaptive Plant Guide for educational outreach information distributed through Watershed Protection and Development Review Department's Grow Green program. Grow Green is a water quality education program that promotes less-toxic solutions to gardening problems. The program is a partnership between the City of Austin and the Texas Cooperative Extension, with the Lower Colorado River Authority taking the program west of Austin. While the main goal is to reduce pollution in our waterways, Grow Green offers the added environmental benefits of water conservation and recycling through its publications.

The outreach publications are distributed in the majority of Austin area retail nurseries and home improvement centers, tradeshow, conferences, lectures and mail outs for homeowners and community organizations and are used by landscape professionals. This contract will help to insure that the necessary printed educational materials will be available for year round distribution.

MBE/WBE solicited: 5/3

MBE/WBE bid: 0/0

**BID SUMMARY**

**SDC0253**

IFB No. SDC0253

Printing of Plant Guides

(1 line item based upon printing of 20,000 at once)

**VENDOR**

**TOTAL BID**

One Touch Point Ginny's  
Austin, TX

\$16, 850

American Printing & Mailing  
Austin, TX

\$18,103

Aus-Tex Printing & Mailing  
Panama City Beach, FL

\$20,796.12

A complete bid tabulation is on file in the Purchasing Office and is on the City of Austin, FASD Purchasing Office website.

**PRICE ANALYSIS**

- a. Adequate competition
- b. Two hundred thirty eight notices were sent, including five MBE and three WBE firms. Three bids were received, with no responses from the MBE /WBEs.
- c. The pricing offered represents a 7 % decrease from the last contract award in September 2007.

**APPROVAL JUSTIFICATION**

- a. Lowest bid received.
- b. The Purchasing Office concurs with Watershed Protection Department recommended award.
- c. Advertised in the Austin American-Statesman and on the Internet.