



To: Zero Waste Advisory Commission

From: Bob Gedert, Department Director, Austin Resource Recovery

Date: June 11, 2014

Subject: Direct Mail Services for ARR Brush and Bulk Collection

The purpose of this item is to obtain a favorable ZWAC recommendation for the City Council to authorize award and execution of a 36-month requirements service contract with **PRINTMAILPRO.COM, DBA PRINTMAILPRO LTD**, or one of the other qualified bidders, to provide direct mail services for the brush and bulk collection programs in an amount not to exceed \$114,000, with three (3) 12-month extension options in an amount not to exceed \$38,000 per extension option, for a total contract amount not to exceed \$228,000.

Purpose and Background

This contract will provide printing, processing and mailing of Brush Collection and Bulk Collection notification cards for ARR's approximately 190,000 curbside collection customers. The selected vendor will mail out notifications twice per year per customer for each program, for a total of approximately 760,000 mailings. The vendor will sort notification cards per the U.S. Postal Service presort standard mail rate regulations and deliver the cards to the USPS office for mailing. Staff's recommendation for award of this contract was based on the best evaluated bid received. In addition to bid prices, evaluation factors included qualifications and experience, quality of work samples, and the bidders' sustainability efforts.

Contract Timeline

June 11th – ZWAC Recommendation
June 26th – City Council Date

Staff Recommendation

Staff recommends City Council authorization of the award and execution of a contract with **PRINTMAILPRO.COM, DBA PRINTMAILPRO LTD**, or one of the other qualified bidders, to provide direct mail services for the brush and bulk collection programs in an amount not to exceed \$114,000, with three (3) 12-month extension options in an amount not to exceed \$38,000 per extension option, for a total contract amount not to exceed \$228,000.