

**CITY OF AUSTIN**

**AGENDA DATE: 6/26/2014**

**VENDOR NAME: PRINTMAILPRO.COM DBA PRINTMAILPRO LTD**

**SUBJECT:** Authorize award and execution of a 36-month requirements service contract with **PRINTMAILPRO.COM DBA PRINTMAILPRO LTD**, or one of the other qualified bidders for IFB-BV No. JRD0110, to provide direct mail services for the brush and bulk collection programs in an amount not to exceed \$114,000, with three 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.

**AMOUNT AND SOURCE OF FUNDING:** Funding in the amount of \$9,500 is available in the Fiscal Year 2013-2014 Operating Budget of the Austin Resource Recovery Department. Funding for the remaining thirty-three 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.

**FOR MORE INFORMATION CONTACT:** Jonathan Dalchau, Senior Buyer, 512-974-2938

**PRIOR COUNCIL ACTION:** N/A

**BOARD AND COMMISSION ACTION:** To be approved by the Zero Waste Advisory Commission on 6/11/2014.

**PURCHASING:** Best evaluated bid

**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 contract.

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This contract is for the printing, processing, and mailing of Brush Collection and Bulk Collection notification cards for the Austin Resource Recovery Department. Each year approximately 190,000 Brush Collection customers and 190,000 Bulk Collection customers are notified twice per year of their scheduled week of collection. In addition to printing, this service requires sorting of notification cards according to the United States Postal Service (USPS) presort standard mail rate regulations and delivery of the notification cards to the USPS office.

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 that bidder.

MBE/WBE solicited: 11/3

MBE/WBE bid: 0/0

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**BID TABULATION**

**IFB (Best Value) JRD0110**

**Direct Mail Services for Brush and Bulk Collection Services  
(2 line items)**

<b><u>Vendor</u></b>	<b><u>Total Price for List of Sample Services</u></b>
<b>PrintMailPro Austin, TX</b>	<b>\$35,920</b>
Capital Printing Austin, TX	\$23,200
ABC - Graphics Austin, TX	\$61,934
Business & Personal Solutions Pflugerville, TX	\$104,000
Goodwill Staffing Services Austin, TX	\$136,000

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

**PRICE ANALYSIS:**

- a. Adequate competition.
- b. 431 notices were sent, including 11 MBEs and 3 WBEs. Five bids were received with no MBEs/WBEs responding.
- c. The pricing offered represents a 28% increase to the last purchase made in March 2008. Factors affecting the price increase are a 14% increase in the Producers Price Index for paper manufacturing and a 41% increase in Consumer Price Increase for delivery services.

**APPROVAL JUSTIFICATION:**

- a. Best evaluated bid received.
- b. The Purchasing Office concurs with Austin Resource Recovery's recommended award.
- c. Advertised in the Austin American Statesman and on the Internet.