

A G E N D A



Recommendation for Council Action (Purchasing)

Austin City Council		Item ID:	46322	Agenda Number	37.
Meeting Date:		June 18, 2015			
Department:		Purchasing			
Subject					
Authorize award and execution of a 36-month contract with AMERICAN DIVERSITY BUSINESS SOLUTIONS to provide printed forms in an amount not to exceed \$304,174, with two 12-month extension options in an amount not to exceed \$101,391 per extension option, for a total contract amount not to exceed \$506,957.					
Amount and Source of Funding					
Funding in the amount of \$33,797 is available in the Fiscal Year 2014 – 2015 Operating Budget of various City Departments. Funding for the remaining 32-months of the initial contract period and extension options are 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 from the current provider of printing services. Current contract expires July 3, 2015.				
Prior Council Action:					
For More Information:	Irene Sanchez-Rocha, Senior Buyer, 512-972-0048				
Boards and Commission Action:	June 9, 2015 - Approved by the Austin Airport Advisory Committee on a 5-0 vote with Commissioners Hart and Kelsey absent. June 10, 2015 - Recommended by the Water and Wastewater Committee on a 5-0 vote with Commissioner Castleberry and Vice-Chair Lee absent.				
Related Items:					
MBE / WBE:	This contract will be awarded in compliance with City Code Chapter 2-9C Minority Owned and Women Owned Business Enterprise Procurement Program. Per the City's Small and Minority Resources Department, no subcontracting opportunities were identified; therefore no goals were established for this solicitation.				
Additional Backup Information					

The contract will provide printing of various business forms for Austin Police Department (APD), Austin Fire Department, Austin Travis County Health and Human Services, Emergency Medical Services, Municipal Court, Austin-Bergstrom International Airport, and other City departments as requested. These forms are needed to provide services to the public as well as to meet departments' internal needs. The Contractor will provide form design, typesetting, printing and delivery of the forms. Some forms, including letterhead, leave reports, mileage reimbursement forms, receipt of payment and payment of funds petty cash books, and envelopes, are used city-wide. Other forms, including assault victim statement, fingerprint card, criminal trespass book, contact cards, and accident reports, are used by the APD. The contractor is a state certified woman-owned business enterprise.

Multiple departments within the City rely on the printed form contract to meet their business needs, for example receipt of payment books are used to document receipt of funds by multiple departments. APD utilizes some of the printed forms in this contract for citations as well as to tag abandoned and unclaimed vehicles. Additionally, Health and Human Services uses printed forms to provide information to the general public such as when providing medical information. This contract shall replace contract GA080000184 which expires July 3, 2015.

MBE/WBE solicited: 7/3

MBE/WBE bid: 0/0

BID TABULATION
IFB No. ISR0004
PRINTING VARIOUS FORMS
(99 line item)

<u>Vendor</u>	<u>Total Price for List of Sample Items</u>
American Diversity Business Solutions Spicewood, TX	\$71,391.45
Staples Print Solutions Austin, TX	\$117,140.83
N Business Graphics Austin, TX	\$117,450.97
Print Mail Pro Austin, TX	\$175,130.85
Alphagraphics Austin, TX	\$245,973.28
CW Print Services, Inc. Austin, TX	\$328,940.66

(Note: Quantities and total bid shown above are for a 12 month period)

A complete bid tabulation is on file in the Purchasing Office and is on the City's Financial Services Austin Finance Online website at: http://ci.austin.tx.us/financeonline/vendor_connection/solicitation/search.cfm

PRICE ANALYSIS

- a. Adequate competition.
- b. 358 notices were sent, including seven MBE and three WBE firms. Six bids were received, with no response from the MBEs/WBEs.
- c. The pricing offered represent an average of 18.9% decrease from the previous contract awarded in September 2008. This can be attributed to a decrease in quantities as well as a decrease in the cost of recycled raw goods.

APPROVAL JUSTIFICATION

- a. Low bid. American Diversity Business Solutions is the current provider
- b. The Purchasing Office concurs with the recommended award.
- c. Advertised in the Austin American Statesman and on the internet.