



Recommendation for Action

File #: 19-3573, **Agenda Item #:** 52.

12/5/2019

Posting Language

Authorize award of three multi-term contracts with Capital Printing Co.; Printmailpro.com; and Onetouchpoint Southwest Corp D/B/A Ginny's; to provide printing and bulk mail preparation services, for up to five years for total contract amounts not to exceed \$3,375,000 divided among the contractors.

(Note: This solicitation was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9C Minority Owned and Women Owned Business Enterprise Procurement Program. For the goods and services required for this solicitation, there were no subcontracting opportunities; therefore, no subcontracting goals were established).

Lead Department

Purchasing Office.

Client Department(s)

Austin Resource Recovery; Watershed Protection Department.

Fiscal Note

Funding in the amount of \$590,000 is available in the Fiscal Year 2019-2020 Operating Budget of Austin Resource Recovery. Funding in the amount of \$85,000 is available in the Fiscal Year 2019-2020 Operating Budget of the Watershed Protection Department. Funding for the remaining contract terms are contingent upon available funding in future budgets.

Purchasing Language:

The Purchasing Office issued an Invitation for Bids 1500 CRR1004REBID for these goods and services. The solicitation issued on August 19, 2019 and it closed on September 5, 2019. Of the five offers received, the recommended contractors submitted the lowest responsive offers. A complete solicitation package, including a tabulation of the bids received, is available for viewing on the City's Financial Services website, Austin Finance Online. Link: [Solicitation Documents](https://www.austintexas.gov/financeonline/account_services/solicitation/solicitation_details.cfm?sid=132417)
<https://www.austintexas.gov/financeonline/account_services/solicitation/solicitation_details.cfm?sid=132417>.

For More Information:

Inquiries should be directed to the City Manager's Agenda Office, at 512-974-2991 or AgendaOffice@austintexas.gov <<mailto:AgendaOffice@austintexas.gov>>

NOTE: Respondents to this solicitation, and their representatives, shall continue to direct inquiries to the solicitation's Authorized Contact Person: DeJuan Brown, at 512-322-6472 or DeJuan.Brown@austintexas.gov <<mailto:DeJuan.Brown@austintexas.gov>>.

Additional Backup Information:

These contracts will provide printing and bulk mail services to support the Public Information Office and the marketing group of Austin Resource Recovery (ARR) in their efforts to educate the public about Zero Waste initiatives. These contracts will also provide for the printing, processing, and mailing of customer notification

cards which supply information to approximately 200,000 ARR customers regarding scheduling, and guidelines for brush and bulk collection services. In addition, it will be used for printing the Watershed Protection Department's Plant Guides and Green Grow Fact Sheets which are distributed to local garden centers, home improvement stores, and to Central Texas residents as part of the Grow Green Community Education Outreach Program.

These contracts will replace current contracts which begin expiring in December 2019. The requested authorization amounts were determined using departmental estimates and historical spending.

Contract Detail:

<u>Contract Term</u>	<u>Length of Term</u>	<u>Contract Authorization</u>
Initial Term	3 yrs.	\$2,025,000
Optional Extension 1	1 yr.	\$ 675,000
Optional Extension 2	1 yr.	\$ 675,000
TOTAL	5 yrs.	\$3,375,000

Note: Contract Authorization amounts are based on the City's estimated annual usage.