



## Recommendation for Action

**File #: 22-3753, Agenda Item #: 5.**

1/26/2023

### **Posting Language**

Authorize execution of a contract for printing services and supplies with PrintMailPro.com, for a term of five years in an amount not to exceed \$6,000,000.

[Note: This solicitation was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9D (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**

Financial Services Department.

### **Client Department(s)**

All City Departments.

### **Fiscal Note**

Funding in the amount of \$700,000 is available in the Fiscal Year 2022-2023 Operating Budgets of various City departments. Funding for the remaining contract term is contingent upon available funding in future budgets.

### **Purchasing Language:**

The Financial Services Department issued an Invitation for Bids (IFB) 5000 TVN1049 for these goods and services. The solicitation was issued on August 1, 2022, and it closed on August 30, 2022. Of the three offers received, the recommended contractor submitted the lowest responsive offer. 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://financeonline.austintexas.gov/afo/account_services/solicitation/solicitation_details.cfm?sid=136344)  
<[https://financeonline.austintexas.gov/afo/account\\_services/solicitation/solicitation\\_details.cfm?sid=136344](https://financeonline.austintexas.gov/afo/account_services/solicitation/solicitation_details.cfm?sid=136344)>.

### **For More Information:**

Respondents to this solicitation, and their representatives, shall continue to direct inquiries to the solicitation's Authorized Contact Person: Cyrenthia Ellis, at 512-947-1709 or [Cyrenthia.Ellis@austintexas.gov](mailto:Cyrenthia.Ellis@austintexas.gov)  
<<mailto:Cyrenthia.Ellis@austintexas.gov>>.

### **Additional Backup Information:**

The contract will provide printing services and supplies for all City departments as required. The goods and services will include black and white and color printing, business cards, forms, and related printing services such as binding, collating, and drilling. The contractor also provides all departments with access to an online ordering system. The contractor uses sustainable products such as recycled paper, Energy-Star certified printing equipment, and low-volatile organic compound inks in the printing process.

This contract will replace a contract that expires on February 1, 2023. The recommended contractor is the current provider for these goods and services and is a State of Texas Historically Underutilized Business (HUB) certified minority contractor.

**Strategic Outcome(s):**

Government that Works for All.