Recommendation for Action

File #: 22-3793, **Agenda Item #:** 32. 1/26/2023

Posting Language
Ratify a contract for citywide printing services with PrintMailPro.com, for an additional $272,336 for a revised total contract amount not to exceed $3,493,778.

[Note: This contract is exempt from the City Code Chapter 2-9C (Minority Owned and Women Owned Business Enterprise Procurement Program); therefore, no subcontracting goals were established].

Lead Department
Financial Services Department.

Client Department(s)
All City Departments.

Fiscal Note
Funding was available in the Fiscal Year 2021-2022 Operating Budget of the Financial Services Department.

Purchasing Language:
Ratification.

Prior Council Action:
December 1, 2016 - Council approved original contract, item 31, on a 7-0 vote with Council Member Zimmerman abstaining and Council Members Renteria and Troxclair and Mayor Adler absent.

For More Information:
Inquiries should be directed to Cyrenthia Ellis at 512-974-1709 or Cyrenthia.Ellis@austintexas.gov <mailto:Cyrenthia.Ellis@austintexas.gov>.

Additional Backup Information:
The contract with PrintMailPro.com provides all City departments with printing services and supplies. The goods and services provided by the contractor is ordered and paid through the City's Procurement Card program.

This ratification is necessary because orders for printing has exceeded the amount of authorization in the contract. Our office in currently working on processes to address this situation and prevent overspending in the future. Additionally, a new contract is also being requested on the same council agenda, to replace this contract.

Without this contract City departments would not have an established contract to order printing services, business cards, or other print needs and they would have to be sourced each time a department needed to order printing services.

Contract Detail:

Contract Term	Length of Term	Current Contract Authorization	Requested Additional Authorization	Revised Total Authorization
Initial Term	3 yrs.	$1,511,721		$1,511,721
Contract Amendment		$ 60,000		$ 60,000
Extension Option 1	1 yr.	$ 503,907		$ 503,907
Extension Option 2	1 yr.	$ 503,907		$ 503,907
Extension Option 3	1 yr.	$ 503,907		$ 503,907
Contract Amendment		$ 66,000		$ 66,000
Contract Amendment		$ 72,000		$ 72,000
Ratification			$272,336	$ 272,336
TOTAL	**6 yrs.**	**$3,221,442**	**$272,336**	**$3,493,778**

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

Strategic Outcome(s):

Government that Works for All.

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