



Staff Report

Annual Requirements Contract for Printing Services, Project 22-0046

City Council Meeting Date: 03-29-2022 | Action Being Considered: Minute Order

RECOMMENDATION

Authorize the City Manager or his designee to execute an annual requirements contract for printing services with J-Peam, LLC, dba John Sons Press, of Fort Worth, Texas, for a total estimated amount of \$500,000. John Sons Press is an MWBE firm.

PRIOR BOARD OR COUNCIL ACTION

None.

ANALYSIS

An RFP was issued to solicit responses from various firms experienced with printing services. An evaluation team comprised of City staff evaluated and scored the submittals based on weighted criteria; including various types of printing requirements, vendors' experience, quality assurance, customer service, account management, and overall cost.

Vendor	MWBE	Score	Ethnicity
John Sons Press	Yes	88.67	HI
PrintMailPro	Yes	86.64	HI
PIC Printing	No	23.29	N/A

Name of Prime Vendor	John Sons Press
Total Contract Value	\$500,000
Prime Vendor's MWBE Status	HI
Dollar Amount of Prime Vendor's Self-Performance	\$500,000
Percentage Amount of Prime Vendor's Self-Performance	100%
Total MWBE Participation	\$500,000 (100%)

Bid closed:	December 30, 2021 at 2:00 p.m.
Vendors notified through IonWave:	694
MWBE Vendors Notified through IonWave:	170
Vendors responding to bid request:	3
MWBE Vendors responding to bid request:	2
Original contract term:	One year/four, one-year renewal options
Current term:	April 1, 2022 – March 31, 2023
MWBE:	Yes - HI
Procurement Method:	Request for Proposals

FINANCIAL IMPACT

In accordance with Local Government Code 252.042, the bid was awarded based on request for proposals relative to overall score of price, operational planning and experience, in addition to meet the needs of the department to ensure that critical work of maintaining city properties is completed on time. John Sons Press was awarded based on those criteria. The contract term is for one-year and will be reviewed annually to determine subsequent renewal terms. The projected financial impact for this contract term is as follows:

<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>
\$250,000	\$250,000	\$0

Funds are budgeted in Document Services Account No. CC180101-SC0533 and subject to FY23 budget approval.

ADDITIONAL INFORMATION

Attached:	None
Under separate cover:	None
Available in the Purchasing office:	Bid file
Form 1295:	Requested
MWBE:	Yes - HI

STAFF CONTACT(S)

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