



Staff Report

Annual Requirements Contract for Printing Services for Water Billing, Project 22-0047

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 Formmaker Software, Inc., dba KUBRA, of Coppell, Texas, for a total estimated amount of \$125,000. KUBRA is not an MWBE firm.

PRIOR BOARD OR COUNCIL ACTION

None.

ANALYSIS

An RFP was issued to solicit responses from various firms experienced with printing services in water billing. 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.

Bid closed:	January 6, 2022 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:	No
Procurement Method:	Request for Proposals

Vendor	MWBE	Score	Ethnicity
KUBRA	No	81.00	N/A
DataProse, LLC	No	77.69	N/A
John Sons Press	Yes	71.14	HI

Name of Prime Vendor	KUBRA
Total Contract Value	\$125,000
Prime Vendor's MWBE Status	None
Dollar Amount of Prime Vendor's Self-Performance	\$107,500
Percentage Amount of Prime Vendor's Self-Performance	86%
Name of Subcontractor (1)	Advance Business Graphics, Inc.
Subcontractor's MWBE Status	WO
Dollar Amount Subcontract	\$17,500
Percentage Amount of Subcontract	14%
Total MWBE Participation	\$17,500 (14%)

The MWBE Contract Specific Goal for this contract was 13.30%. KUBRA, has agreed to meet 14%. The Office of Business Diversity (OBD) determined that the vender's Utilization Plan meets the City's MWBE Policy.

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. KUBRA 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>
\$62,500	\$62,500	\$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:	No

STAFF CONTACT(S)

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