



CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 11/30/2021

ALL

Item Creation Date:

S29427 - Special Purpose Clothing - MOTION (AllPrint & Office Supply, Inc.)

Agenda Item#: 4.

Background:

Formal Bids Received March 18, 2021 for P08-S29427- Approve an award to AllPrint & Office Supply, Inc. in the amount not to exceed \$899,150.00 for special purpose clothing for various departments.

Specific Explanation:

The Chief Procurement Officer recommends that City Council approve an award to **AllPrint & Office Supply, Inc.** on its low overall bid in the amount not to exceed **\$899,150.00** for special purpose clothing for various departments. It is further requested that authorization be given to make purchases, as needed, for a **36-month period with two one-year options**. This award consists of a price list for special purpose clothing which includes but is not limited to tee-shirts, jerseys and blouses. Embroidery services will also be provided. The items will be distributed to youth participating in the free sports programs offered by the Houston Parks & Recreation Department. The youth sports programs have been ongoing for approximately 20 years and are designed to enrich children and youth that attend by providing free t-shirts in lieu of a full uniform. The Houston Health Department will distribute shirts to department employees as a uniform when providing outreach services for one of the many City sponsored health equity initiatives including SARS CoV-2 Vaccination, Project Saving Smiles, and Assessment, Intervention, and Mobilization (AIM).

This is a price list and line item award. Relative to a price list, the best discount which determines the low bid for a price list is the best bid received for quantities of high-use items selected as sample-pricing items based on the current needs of the department. The bid total for sample pricing items does not represent the total amount estimated to be purchased; rather, this recommendation is for the total estimated expenditures projected over the awarded term based on the low bid submitted for the representative samples.

This project was advertised in accordance with the requirements of the State of Texas bids laws. Eleven prospective bidders downloaded the solicitation document from SPD'S e-bidding website, and four bids were received as outlined below.

	<u>Company</u>	<u>Sample Pricing & Line Item Totals</u>
1.	AstroVegan	\$ 64,016.73 (Partial Bid)
2.	AllPrint & Office Supply, Inc.	\$ 256,460.14
3.	Bankson Group LTD dba Alamo Tees & Advertising	\$ 337,627.34
4.	Triple D Uniform Rental, Inc.	\$ 579,049.34

M/WBE Participation:

This bid was issued with an 11% goal for MWBE participation. AllPrint & Office Supply, Inc. has designated the below-named companies as its certified MWBE subcontractors.


<u>Company</u>	<u>Type of Work</u>	<u>Dollar Amount</u>	<u>Percentage</u>
Central Delivery Systems, LLC	Courier Services	\$ 49,453.25	5.5%
Dominisii Apareru, Inc.	Screen Printing	\$ 49,453.25	5.5%

Hire Houston First:

The proposed award requires compliance with the City's 'Hire Houston First' (HHF) ordinance that promotes economic opportunity for Houston businesses and supports job creation. In this case, AllPrint & Office Supply, Inc. is a designated HHF company, but they were the successful awardee without application of the HHF preference.

Fiscal Note:

Funding for this item is included in the FY2022 Adopted Budget. Therefore, no Fiscal Note is required as stated in the Financial Policies.

DocuSigned by:

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Jerry Adams, Chief Procurement Officer
Finance/Strategic Procurement Division

Department Approval Authority Signature

ESTIMATED SPENDING AUTHORITY

Department	FY2022	Out Years	Total
Houston Health	\$ 20,000.00	\$ 145,000.00	\$ 165,000.00
Parks & Recreation	\$ 7,000.00	\$ 727,150.00	\$ 734,150.00
Total Amount	\$ 27,000.00	\$ 872,150.00	\$ 899,150.00

Amount and Source of Funding:

\$ 604,000.00 General Fund (1000)
 \$ 188,886.00 Park Special Revenue Fund (2100)
 \$ 106,264.00 Parks Golf Special Fund (2104)
\$ 899,150.00 Total

Contact Information:

Desiree Heath SPD 832-393-8742
 Courtney Cooksey SPD 832-393-8707
 Luci Correa HPARD 832-395-7057

ATTACHMENTS:

Description	Type
S29427 - MWBE LOI	Backup Material
S29427 Bid Tabulation	Backup Material
S29427 Form B	Backup Material
S29427 Ownership Information Form	Backup Material
S29427 Tax Report	Backup Material
S29427 PRD Funding Form	Financial Information
S29427 HHD Funding Form	Financial Information