



**CITY OF HOUSTON - CITY COUNCIL**

Meeting Date: 12/12/2023

ALL

Item Creation Date: 11/30/2023

**T26444.A1 - Prepress, Printing and Bindery Services (Bayside Printing, Inc.)  
ORDINANCE**

Agenda Item#: 65.

**Background:**

**T26444.A1 – Approve an ordinance amending Ordinance No. 2018-0891 (approved on November 7, 2018) to increase the maximum contract amount from \$6,000,000.00 to \$6,395,852.87 for Contract No. 4600014984 between City of Houston and Bayside Printing, Inc. for prepress, printing and bindery services for the Administration and Regulatory Affairs Department (ARA).**

**Specific Explanation:**

The Administration and Regulatory Affairs Department and the Chief Procurement Officer recommend that City Council approve an amending ordinance to increase the maximum contract amount from **\$6,000,000.00 to \$6,395,852.87** for the contract between the City of Houston and **Bayside Printing, Inc.** for prepress, printing and bindery services for the Administration and Regulatory Affairs Department.

The original contract was awarded on November 7, 2018, by Ordinance No. 2018-0891 for a three (3) year term with two (2) one-year options in the maximum contract amount of \$6,000,000.00. The additional **\$395,852.87** is for the 90-day extension that was exercised. This increase will carry ARA through the remainder of the term of the contract which expires on February 27, 2024.

The scope of work requires the contractor to provide all supervision, labor, equipment, materials, supplies, and transportation, necessary to provide full-service prepress, printing, and bindery services, which includes copying, imaging, scanning, lithographic printing, offset printing which includes spot color and four-color process printing, and wide format printing. Typical printing jobs include business cards, letterheads, envelopes, newsletters, promotional items, invitations, and brochures. The Contract will also provide an online portal for the City to transfer files electronically and to conduct online proofing.

**M/WBE Subcontracting:**

The contract was awarded an 11% goal for M/WBE participation, and Bayside Printing, Inc. is currently achieving 6.21% of the required MWBE goal. OBO will continue to monitor the contract for MWBE participation compliance.

**Fiscal Note:**

Funding for this item is adopted in the FY2024 Adopted Budget. Therefore, no Fiscal Note is required as stated in the Financial Policies.

11/30/2023

*[Signature]*  
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**Jedediah Greenfield, Chief Procurement Officer  
Finance/Strategic Procurement Division**

DocuSigned by:  
*Tina Paetz*

11/30/2023

**Department Approval Authority**

DS  
*ec*

| Estimated Spending Authority |              |         |              |
|------------------------------|--------------|---------|--------------|
| Department                   | FY24         | Outyear | Total        |
| ARA                          | \$395,852.87 | \$0.00  | \$395,852.87 |

**Prior Council Action:**

Ordinance No. 2018-0891, passed on November 7, 2018

**Amount and Source of Funding:**

\$395,852.87  
Central Service Revolving Fund  
Fund No.1002

**Contact Information:**

|                                                |         |              |
|------------------------------------------------|---------|--------------|
| Adeola Otukoya, Division Manager               | FIN/SPD | 832-393-8786 |
| Candice Gambrell, Assistant Director           | FIN/SPD | 832-393-9129 |
| Jedediah Greenfield, Chief Procurement Officer | FIN/SPD | 832-393-9126 |

**ATTACHMENTS:**

|                    |             |
|--------------------|-------------|
| <b>Description</b> | <b>Type</b> |
|--------------------|-------------|

**Description**

T26444.A1 - Certification of Fund  
T26444.A1 - Tax Report  
T26444 - Ownership Form  
T26444 - RCA - Original  
T26444 - Ordinance 2018-0891  
T26444 - Signed Contract

**Type**

Financial Information  
Backup Material  
Backup Material  
Backup Material  
Backup Material  
Backup Material