



# CITY OF HOUSTON - CITY COUNCIL

Meeting Date:

ALL

Item Creation Date: 7/17/2018

T26444 - Prepress, Printing, and Bindery Services - ORDINANCE

Agenda Item#:

## **Background:**

Request for Proposals Received March 8, 2018 for S19-T26444 - Approve an ordinance awarding a contract to Bayside Printing, Inc. in the amount not to exceed \$6,000,000.00 for city-wide prepress, printing and bindery services.

## **Specific Explanation:**

The Director of the Administration and Regulatory Affairs Department and the City Chief Procurement Officer recommend that City Council approved an ordinance awarding a **three-year contract, with two one-year options to Bayside Printing, Inc.** in the amount not to exceed **\$6,000,000.00** for city-wide prepress, printing and bindery services.

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 Contractor will also provide an online portal for the City to transfer files electronically and to conduct on-line proofing.

This project was advertised in accordance with the requirements of the State of Texas bid laws. Forty-three prospective proposers downloaded the solicitation document from SPD's e-bidding website, and as a result, four proposals were received from Bayside Printing, Inc., Houston Independent School District (HISD), All Print and Office Supply, Inc., and Pel Hughes Printing, LLC. The evaluation committee was comprised of four evaluators from the Administration and Regulatory Affairs Department. The proposals were evaluated based upon the following criteria.

- Responsiveness to RFP
- Technical and Resources
- Qualifications, Experience, and Background
- Printing Samples and Services
- Project Management Plan
- Price
- Hire Houston First

Bayside Printing Company, Inc. was deemed the best respondent.

## **M/WBE Subcontracting:**

This request for proposal was issued as a goal oriented with a 11% M/WBE participation level. Bayside Printing, Inc. has designated the below-named company as its certified M/WBE subcontractors.

<b><u>Name</u></b>	<b><u>Type of Work</u></b>	<b><u>Dollar Amount</u></b>	<b><u>Percentage</u></b>
The Document Group	Copying, Printing, & Scanning	\$240,000.00	4%
Bead, LP	industrial Safety Signs & Tags	\$240,000.00	4%
BQR Advertising & Public Relations, Inc. dba Bishop Quintana Roy Advertising & Public Relations	Graphic Design Services	\$180,000.00	3%

## **Pay or Play Program:**

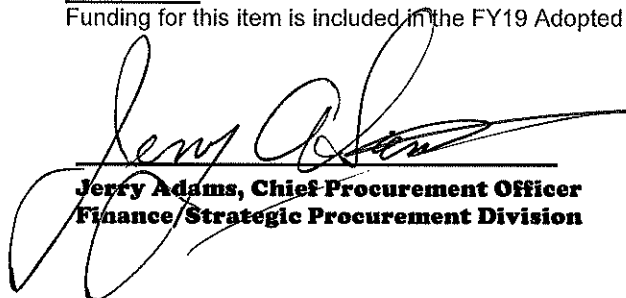
The proposed contract requires compliance with the City's 'Pay or Play' ordinance regarding health benefits for employees of City contractors. In this case, Bayside Printing, Inc. provides health benefits to eligible employees in compliance with City policy.

**Hire Houston First:**

The proposed contract 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, Bayside Printing, Inc. is a designated HHF company, but they were the successful awardee without application of the HHF designation preference.

**Fiscal Note:**

Funding for this item is included in the FY19 Adopted Budget. Therefore, no Fiscal Note is required in the Financial Policies.



**Jerry Adams, Chief Procurement Officer**  
Finance/Strategic Procurement Division

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**Department Approval Authority**

**ESTIMATED SPENDING AUTHORITY**

Department	FY19	Out-Years	Total Amount
Administration and Regulatory Affairs Department	\$650,000.00	\$5,350,000.00	\$6,000,000.00

**Amount of Funding:**

**\$6,000,000.00**

Central Services Revolving Fund

Fund No.: 1002

**Contact Information:**

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Lara Cottingham/832-393-8503

**ATTACHMENTS:**

Description	Type
<u>Campaign Finance Ordinance (Form B)</u>	Backup Material
<u>Campaign Finance Ordinance (Form A)</u>	Backup Material
<u>Texas SOS</u>	Backup Material
<u>Bid Tab</u>	Backup Material
<u>Affidavit</u>	Backup Material
<u>Certificate of Interested Parties</u>	Backup Material
<u>Conflict of Interest Questionnaire</u>	Backup Material
<u>POP 1</u>	Backup Material
<u>POP 2</u>	Backup Material
<u>MWBE Letter of Intent</u>	Backup Material
<u>Statement of Residency</u>	Backup Material
<u>Resolution of Contractor</u>	Backup Material
<u>Drug Policy Compliance Declaration</u>	Backup Material
<u>Drug Policy Compliance Agreement</u>	Backup Material
<u>Drug Policy No Safety Impact Positions</u>	Backup Material
<u>COI and Endorsements</u>	Backup Material
<u>Service Release Order 4500290781</u>	Backup Material
<u>Contract</u>	Contract/Exhibit
<u>Certification of Funds</u>	Financial Information
<u>Budget Funding Info</u>	Financial Information
<u>Coversheet signed by CPO for T26444</u>	Signed Cover sheet