

**CITY OF EL PASO, TEXAS
AGENDA ITEM
DEPARTMENT HEAD'S SUMMARY FORM**

DEPARTMENT: Municipal Clerk and Courts

AGENDA DATE: August 9, 2016

CONTACT PERSON/PHONE: Bruce D. Collins, Director, Purchasing & Strategic Sourcing (915)212-1181
Lilia Worrell, Asst. Municipal Clerk, 915-212-5822

DISTRICT(S) AFFECTED: All

STRATEGIC GOAL: NO. 2 – Set the Standard for a Safe and Secure City

SUBJECT:

The Municipal Clerk and Courts department recommends award for mailing services to Go Direct for Solicitation 2016-1002 for an estimated annual amount of \$347,220 and an initial three (3) year term totaling \$1,041,660 with an option to extend for an additional two (2) years.

BACKGROUND / DISCUSSION:

The Municipal Court mails approximately 35,000 – 55,000 pieces of mail per month and an additional 3,000 – 6,000 notice of conviction postcards. Mailing services include processing Presorted First Class mail, pickup and delivery to the US Post office within 1 day of mail pickup to include printing of conviction postcards.

SELECTION SUMMARY:

Solicitation was advertised on June 7, 2016 and June 14, 2016. The solicitation was posted on City website on June 7, 2016. The email (Purmail) notification was sent out June 7, 2016. Total of six (6) vendors were solicited; six (6) were local vendors. One (1) bids were received and was a local vendor.

PROTEST

☒ There was no protest received for this requirement.

PRIOR COUNCIL ACTION:

Yes. The previous contract was awarded in 2011 and a 2 year extension was approved in 2014.

AMOUNT AND SOURCE OF FUNDING:

111-1000-11030-540030-P1132
Municipal Clerk and Courts – General Funds – Courts - Postage

BOARD / COMMISSION ACTION:

N/A

*****REQUIRED AUTHORIZATION*****

DEPARTMENT HEAD:

Lilia Worrell 7/21/16

**COUNCIL PROJECT FORM
(REQUIREMENTS OR BEST VALUE BID)**

*******POSTING LANGUAGE BELOW*******

Please place the following item on the REGULAR agenda for the Council Meeting of August 9, 2016.

Strategic Goal #2: Set the Standard for a Safe and Secure City

Discussion and action on the award of Solicitation No. 2016-1002 (Mailing Services Rebid) to Go-Direct Mail Marketing, Inc. for an initial (3) year term estimated amount of \$1,041,660. The award is to include a (2) year option amount of \$694,440.00 for a total (5) year award of \$1,736,100.00.

Department:	Municipal Clerk and Courts
Vendor:	Go-Direct Mail Marketing, Inc. El Paso, Texas
Item(s):	All
Annual Estimated Amount:	\$347,220.00
Initial Term Estimated Award:	\$1,041,660.00 (3 year)
Total Estimated Award:	\$1,736,100.00
Account No.:	111-1000-11030-540030-P1132
Funding Source:	General Fund and Court Hearing Administration
District(s):	All

This is a Best Value, service contract.

The Purchasing & Strategic Sourcing and Municipal Clerk and Courts Departments recommend that the contract be awarded to Go-Direct Mail Marketing, Inc. the sole vendor offering the best value bid.

*******ADDITIONAL INFO BELOW*******

COMMITTEE SCORE SHEET

BID NO.: 2016-1002

BID TITLE: Mailing Services Rebid
Municipal Court Department

		Go-Direct Mailing Services, Inc. El Paso, Texas		
Cost (# points/percent max) 50 pts		\$1,041,660.00 50.00		
Experience & Qualifications (30 Points)				
A. Qualifications performing specific job requirements 10 pts		8.00		
B. Projects of similar size and scope 10 pts		6.33		
C. Experience in Management, technology, mailing services, etc. 10 pts		6.33		
Reputation & Quality of the Bidder's Service (# points/percent max) 10 pts		3.33		
Employee Medical Benefits and Incentives (# points/percent max) 10 pts		0.00		
GRAND TOTAL 100 (100 points/percent max)		73.99		



CITY OF EL PASO BID TABULATION FORM



Project Name: MAILING SERVICES (RE-BID)
Bid Opening Date: JUNE 29, 2016

Solicitation #: 2016-1002
Department: MUNICIPAL COURT

				GO-DIRECT MAIL MARKETING, INC EL PASO, TX							
ITEM NO.	DESCRIPTION <small>Mailing Services to include encoding and pickup once a day (Presorted/First Class Mail)</small>	EST. MONTHLY QTY		UNIT PRICE (B)	MONTHLY TOTAL (C)	ANNUAL TOTAL (D)	3 YEAR TOTAL (E)	UNIT PRICE (B)	MONTHLY TOTAL (C)	ANNUAL TOTAL (D)	3 YEAR TOTAL (E)
		MIN	MAX (A)								
1.	MAILING SERVICES TO INCLUDE ENCODING AND PICKUP ONCE A DAY (Presorted / First Class Mail)	35,000	55,000	\$0.489 per each	\$26,895.00	\$322,740.00	\$968,220.00	\$0.00	\$0.00	\$0.00	\$0.00
2.	POSTCARDS PRINTED BY THE VENDOR, w/POSTAGE AFFIXED AND MAILED	3,000	6,000	\$0.34 per each	\$2,040.00	\$24,480.00	\$73,440.00	\$0.00	\$0.00	\$0.00	\$0.00
*LETTERS ARE TO BE INSERTED BY VENDOR INTO WINDOW ENVELOPES w/POSTAGE AFFIXED AND MAILED		GRAND TOTAL - ITEMS 1 & 2					\$1,041,660.00				\$0.00
OPTION TO EXTEND THE TERM OF THE AGREEMENT THE CITY AT ITS SOLE DISCRETION, MAY EXERCISE ANY OPTION TO EXTEND THE TERM OF THE AGREEMENT, BY GIVING THE CONTRACTOR WRITTEN NOTICE WITHIN THE TIME PERIOD NOTED ON THE SELECTED OPTIONS. THE TERM OF THIS CONTRACT SHALL BE BASED ON ONE OF THE SELECTIONS BELOW AND UNDER THE SAME TERMS AND CONDITIONS. THE CITY MANAGER OR DESIGNEE MAY EXTEND THE OPTION TO EXTEND BIDDER OFFERS THE CITY THE OPTION OF EXTENDING THE TERM OF THE CONTRACT FOR: TWO (2) ADDITIONAL YEARS AT THE SAME UNIT PRICE(S), IF THE OPTION IS EXERCISED PRIOR TO THE EXPIRATION OF THE ORIGINAL TERM OF THE CONTRACT: NO OPTION OFFERED											
				<input checked="" type="checkbox"/>				<input type="checkbox"/>			
				<input type="checkbox"/>				<input type="checkbox"/>			
PAYMENT TERMS:				NET - 30 DAYS							
BIDS SOLICITED: 6 LOCAL BIDS SOLICITED: 6 BIDS RECEIVED: 1 LOCAL BIDS RECEIVED: 1 NO BID: 0											

NOTE: This is a Best Value Procurement. Price and other factors shall be evaluated to determine an awardee.
The information contained in this bid tabulation is for information only and does not constitute actual award/execution of contract.

APPROVED BY: [Signature]

DATE: 7/5/2016

AUS Services, Inc.
2020 E. Mills
El Paso, TX 79901

Go Direct Mail Marketing
Attn: Jeannie Evans
8400 Boeing Drive
El Paso, TX 79925-1234

H & H Mailing Services
9431 Carnegie Ave. EIPS
El Paso, TX 79925

Mailing & Shipping Systems, Inc.
5001 Montana Avenue
El Paso, TX 79903-4901

Premier Courier Inc.
205 Ange Street
El Paso, TX 79901-1557

Data Mark, Inc.
43 Butterfield Circle
El Paso, TX 79906-5202