

# Mayor and Council Communication

DATE: 11/19/24

M&C FILE NUMBER: M&C 24-1019

LOG NAME: 13PRFP 24-0234 PRINTING SERVICES EC CITY

**SUBJECT**

(ALL) Authorize Execution of Non-Exclusive Agreements with AC Printing, LLC, J-Peam, L.L.C., and Xpressdocs Partners, LTD. for Printing Services in a Combined Annual Amount Up to \$1,800,000.00 for the Initial Term and Authorize Four One-Year Renewal Options for the Same Annual Amount for All City Departments

**RECOMMENDATION:**

It is recommended that the City Council authorize execution of non-exclusive agreements with AC Printing, LLC, J-Peam, L.L.C., and Xpressdocs Partners, LTD. for printing services in a combined annual amount up to \$1,800,000.00 for the initial term and authorize four one-year renewal options for the same annual amount for all City Departments.

**DISCUSSION:**

The purpose of this Mayor and Council Communication (M&C) is to procure non-exclusive agreements for printing services. In order to procure these services, Purchasing issued a Request for Proposal (RFP) No. 24-0234 describing the specifications for the printing services for City Departments. Examples of these specifications are: embossing envelopes with the City logo, printing citation books, water bills, the paper stock, font, and color required for specific documents, etc.

The RFP was advertised in the *Fort Worth Star-Telegram* on July 3, 2024, July 10, 2024, July 17, 2024, July 24, 2024, July 31, 2024, August 7, 2024, and August 14, 2024. The City received seven (7) responses. Three (3) proposals were deemed non-responsive by Diversity and Inclusion (DVIN) for the reasons cited below:

- RR Donnelley, Inc. - Non-Responsive. The Utilization Plan was not submitted.
- Stone Shield Investments, LLC - Non-Responsive. Prime is not certified. Utilization Form submitted; however, no estimated amounts included and not signed. GFE submitted, but no supporting documents were included.
- Alphagraphics Humble - Non-Responsive. No Minority and Women Owned Business (MWBE) Documents submitted.

An evaluation panel consisting of members of the Police Department, the Diversity and Inclusion Department, and the Fire Department reviewed and scored the submittals using Best Value criteria.

The individual scores were averaged for each of the criteria and the final scores are listed in the table below:

Proposer	Evaluation Factors				Total	Rank
	a	b	c	d		
AC Printing, LLC	21.67	18.67	27.00	25.00	92.34	1
J-Peam, L.L.C. (dba John Sons Press)	21.67	18.67	27.00	16.73	84.07	2
Xpressdocs Partners, LTD.	21.67	16.67	24.00	17.34	79.68	3
Signs PQ, LLC	8.33	7.33	10.00	*		*

\* Signs PQ, LLC. did not score at least 50% of the total available points for technical criteria and were deemed non-responsive in accordance with the proposal documents.

Best Value Criteria:

- a) Capacity and Approach to Perform Services
- b) Qualifications and Experience
- c) Ability to Meet the City's Needs
- d) Cost of Services

After evaluation, the panel concluded that AC Printing, LLC, J-Peam, L.L.C. (John Sons Press), and Xpressdocs Partners, LTD. present the best value for the City. Therefore, the panel recommends that City Council authorize non-exclusive agreements with AC Printing, LLC, J-Peam, L.L.C., and Xpressdocs Partners, LTD. Staff certifies that the recommended vendors' proposals met specifications. No guarantee was made for a specific amount of services or goods that would be purchased.

FUNDING: The combined maximum annual amount allowed under the agreements will be up to \$1,800,000.00; however, the actual amount used will be based on the need of the departments and available budget. Funding is budgeted in the participating departments' Operating Funds.

DVIN-BE: The recommended vendors are in compliance with the City's MWBE ordinance. The Business Equity Division placed a 13.3% business equity goal on this solicitation/contract.

- Xpressdocs, will be exceeding the goal at 27.08%, meeting the City's Business Equity Ordinance. Any changes in subcontractors will be reviewed by the Business Equity Division.
- John Sons Press, will be exceeding the goal at 100% as a Business Equity Prime and self-performing the scope of the services, meeting the City's Business Equity Ordinance. Any changes in subcontractors will be reviewed by the Business Equity Division.
- AC Printing, LLC, will be exceeding the goal at 100% as a Business Equity Prime and self-performing the scope of services, meeting the Business Equity Ordinance. Any change in contractors will be reviewed by the Business Equity Division.

ADMINISTRATIVE CHANGE ORDER: An administrative change order or increase may be made by the City Manager up to the amount allowed by relevant law and the Fort Worth City Code and does not require specific City Council approval as long as sufficient funds have been appropriated.

AGREEMENT TERMS: The agreements shall begin upon execution and expire one year from that date.

RENEWAL TERMS: The agreements may be renewed for up to four (4) additional, one-year terms. This action does not require specific City Council approval provided the City Council has appropriated sufficient funds to satisfy the City's obligations during the renewal term.

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**FISCAL INFORMATION / CERTIFICATION:**

The Director of Finance certifies that funds are available in the current operating budget, as previously appropriated, in the participating departments' Operating Funds to support the approval of the above recommendation and award of the contracts. Prior to any expenditure being incurred, the participating departments have the responsibility to validate the availability of funds.

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