

Mayor and Council Communication

DATE: 05/12/26

M&C FILE NUMBER: M&C 26-0388

LOG NAME: 13P RFP 26-0115 PRINTING AND RELATED SERVICES JC CITY

SUBJECT

(ALL) Authorize Execution of Non-Exclusive Agreements with Multiple Vendors for Printing and Related Services in a Combined Annual Amount Up to \$1,800,000.00 for the Initial One Year Term and Authorize Four One-Year Renewal Options for the Same Annual Amount for City Departments

RECOMMENDATION:

It is recommended that the City Council authorize execution of non-exclusive agreements with multiple vendors for printing and related services in a combined annual amount up to \$1,800,000.00 for the initial one year term and authorize four one-year renewal options for the same annual amount for City Departments.

DISCUSSION:

The purpose of this Mayor and Council Communication is to authorize non-exclusive agreements with AC Printing LLC, Stone Shield Investments LLC dba Digital Press, J-Peam L.L.C., dba JohnSon's Press, and Staples Contract & Commercial LLC to perform printing and related services. These services will support the production of printed materials in accordance with City specifications, including embossing envelopes with the City logo, printing citation books and water bills, and adhering to required paper stock, font, and color standards.

Purchasing issued Request for Proposals (RFP) No. 26-0115, which consisted of detailed specifications describing the vendor's responsibilities to provide the services.

The RFP was advertised in the *Fort Worth Star-Telegram* on February 11, 2026, February 18, 2026, February 25, 2026, March 4, 2026, March 11, 2026, and March 18, 2026. The City received eight (8) responses. Checkomatic Inc. and Aggtown Graphics LLC dba Visual Impact Specialties were deemed non-responsive for failing to submit the required documentation.

An evaluation team consisting of representatives from the Code Compliance Department, Library Department, and Water Department evaluated and scored the submittals using the Best Value criteria.

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

Bidders	Evaluation Criteria					
	a	b	c	d	e	Total Score
Stone Shield Investments LLC dba Digital Press	20.00	16.67	13.00	15.00	25.00	89.67
AC Printing LLC	22.50	16.67	13.00	4.01	25.00	81.18
J-Peam LLC dba John Son's Press	19.17	15.33	12.00	6.46	25.00	77.96
Staples Contract & Commercial LLC	5.83	14.00	11.00	10.38	0.00	41.21

Unlimited Printing Solutions LLC dba Unlimited Print and Signs PQ LLC did not score at least 50% of the total available points for technical criteria and were not considered to move forward in the evaluation process.

Best Value Criteria:

- a) Ability to meet the City's needs
- b) Qualifications and Experience
- c) Customer Service and Communication
- d) Pricing
- e) Small Business Goal Evaluation

After evaluation, the panel concluded that AC Printing LLC, Stone Shield Investments LLC dba Digital Press, J-Peam L.L.C., dba JohnSon's Press, and Staples Contract & Commercial LLC present the best value for the City. Therefore, the panel recommends that City Council authorize non-exclusive agreements with the aforementioned vendors. Staff certifies that the recommended vendors' proposals met specifications. No guarantee was made regarding the 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 needs of the departments and available budget. Funding is budgeted in the participating departments' Operating Funds.

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.

SMALL BUSINESS PROGRAM: In accordance with the City's Small Business Ordinance, the City has established a 30% Small Business goal for this solicitation/contract. AC Printing LLC, Stone Shield Investments LLC dba Digital Press, and J-Peam LLC dba John Son's Press have committed to achieving this goal by utilizing certified small businesses for at least 30% of the total contract value, thereby meeting the requirements of the City's Small Business Ordinance.

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.

This project will serve ALL COUNCIL DISTRICTS.

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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