

# Mayor and Council Communication

**DATE:** 10/29/24

**M&C FILE NUMBER:** M&C 24-0930

**LOG NAME:** 13P RFP 24-0228 PRINTING AND MAILING SERVICES MC CODE

**SUBJECT**

(ALL) Authorize the Rejection of All Responses to Request for Proposal No. 24-0228 for Printing and Mailing Services for the Code Compliance Department

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**RECOMMENDATION:**

It is recommended that the City Council authorize the rejection of all responses to Request for Proposal No. 24-0228 for Printing and Mailing Services for the Code Compliance Department.

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**DISCUSSION:**

On June 12, 2024, the City of Fort Worth (City) issued Request for Proposal (RFP) No. 24-0228 for Printing and Mailing Services for the Code Compliance Department. Notice of the RFP was advertised in the *Fort Worth Star-Telegram* on June 19, 2024, June 26, 2024, July 3, 2024, and July 10, 2024. The City received three (3) responses: Cultivating & Marketing Professionals dba Utmost, Data Integrators, Inc, and J-Peam LLC dba John Sons Press. Data Integrators, Inc was deemed non-responsive by the Diversity and Inclusion Department for failing to provide all required documentation.

Upon evaluation of the two remaining responses, departmental staff determined that the RFP did not include the necessary information and specifications regarding the requirements to provide services in conjunction with the City’s automation processes. Because this information is necessary to allow bidders to respond, show their ability to meet the City’s needs, and could impact timing and pricing, staff requests that the City reject all bid responses. The Code Compliance Department will coordinate with the Information Technology Solutions Department and revise the specifications and technical requirements to ensure the City’s needs are clear moving forward.

A Form 1295 is not required because: This M&C does not request approval of a contract with a business entity.

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**FISCAL INFORMATION / CERTIFICATION:**

The Director of Finance certifies that approval of this recommendation will have no material effect on City funds

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