

**CITY OF SAN ANTONIO
INTERDEPARTMENTAL MEMORANDUM
PURCHASING & GENERAL SERVICES DEPARTMENT**

CONSENT AGENDA
ITEM NO. 8

TO: Mayor and City Council

FROM: Janie B. Cantu, Director of Purchasing & General Services

THROUGH: Terry M. Brechtel, City Manager

COPIES: Erik J. Walsh, Assistant to the City Manager;
File

SUBJECT: Annual Contract for Maintenance and Support Services for Glue-folder
Machines

DATE: January 29, 2004

SUMMARY & RECOMMENDATION:

This ordinance authorizes the Purchasing & General Services Department to accept the low responsive bid submitted by Bindery Systems Inc., a WBE company, to provide maintenance and support services for glue-folder machines on an annual contract basis. Staff recommends approval of this ordinance.

BACKGROUND INFORMATION:

The attached tabulation of two bids to provide the City of San Antonio Information Technology Services Department with an annual contract for maintenance and support services for glue-folder machines is hereby submitted for council consideration and action. The low responsive bid was submitted by Bindery Systems Inc., a WBE company.

The City of San Antonio Information Technology Services Department requires preventative maintenance and on-call support services of two glue-folder machines. Since the expiration of the warranty, the department has been in need of a contract to provide services to ensure efficiency, reliability and longevity of the machines. The services will ensure a continuity of efficient and timely distribution of all City printed forms such as payroll checks, newsletters and other City printed documents that are required to be sealed, folded, and glued.

The City of San Antonio Purchasing Department advertises bids in the Daily Commercial Recorder, La Prensa and the San Antonio Observer. This office also advertises bids on Public Access Channel 21, the Purchasing Website and utilizes the services of Demandstar.com to notify registered vendors of City bids.

POLICY ANALYSIS

This contract will provide all the necessary preventative maintenance and on-call support services for the two glue-folder machines located at the Information Technology Services Building, 515 South Frio Street.

This contract will begin upon award by City Council and terminate September 30, 2004 with the option to extend for three additional one-year periods.

FINANCIAL IMPACT:

The annual estimated cost of this contract is \$14,355.15. Funding will not be encumbered by this ordinance. All expenditures will be in accordance with the FY2003-2004 Budget approved by City Council.

COORDINATION:

This contract has been coordinated with the City of San Antonio Information Technology Services Department.

SUPPLEMENTAL INFORMATION:

This contract was developed utilizing the formal competitive bid process; therefore, an Ethics Disclosure Form is not required.



Janie B. Cantu, C.P.M., Director
Purchasing & General Services

Approved:



Erik J. Walsh, Assistant to the City Manager
City Manager's Office

City of San Antonio Bid Tabulation

| Opened: December 19, 2003 | | | | |
|--|---|----------------|----------------------------|------------------------|
| For: Annual Contract for Maintenance & Support Services for Glue-Folder Machines | | | | |
| A954-04 | | | DG/dc | |
| | | | Bindery Systems, Inc. | Glue-Fold, Inc. |
| | | | 10690 Shadow Wood, #119 | 6767 Preston Ave. |
| | | | Houston, TX 77043 | Livermore, CA 94551 |
| Item | Description | Estimated Qty. | | |
| 1 | Glue Folder Machine Maint. & Support Services | 2 | | |
| A. | Price per unit per month | | \$484.38 | \$542.92 |
| B. | Price total per month | | \$968.76 | \$1,085.84 |
| C. | Price Total | | \$11,625.12 | \$13,030.08 |
| 2 | Over-time rate | 12 | | |
| A. | Labor rate for service | | \$157.50 | \$292.50 |
| B. | Price per hour | | \$1,890.00 | \$3,510.00 |
| 3 | Holiday Rate | 4 | | |
| A. | Labor rate for services | | \$210.00 | \$694.50 |
| B. | Price per hour | | \$840.00 | \$2,778.00 |
| 4 | Consumables | | | |
| A. | Percent of discount offered | | Net | Net |
| B. | Product identification (Mfr) | | Gluefold | Mfr. |
| | Terms | | Net 30 | Net 30 |
| | Total: | | \$14,355.12 | \$19,318.08 |
| | Total Estimated Award: | | \$14,355.12 | |

CP: 09/30/2004 OPT: 3-1 YR. EXT-EXPIRES 2007