



Legislation Text

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File #: 21-1525, Version: 1

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**STRATEGIC PRIORITY:** Government Performance and Financial Management  
**AGENDA DATE:** September 9, 2021  
**COUNCIL DISTRICT(S):** All  
**DEPARTMENT:** Office of Procurement Services  
**EXECUTIVE:** Elizabeth Reich

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**SUBJECT**

Authorize an increase to the master agreement with AC Printing in the amount of \$493,467.50, from \$1,973,870.00 to \$2,467,337.50, Janus Signs dba FastSigns Skillman in the amount of \$113,586.75, from \$454,347.00 to \$567,933.75, and Visual Communications in the amount of \$80,637.75, from \$322,551.00 to \$403,188.75, for printed goods - Total not to exceed \$687,692.00, from \$2,750,768.00 to \$3,438,460.00 - Financing: General Fund (\$488,261.28), Aviation Fund (\$61,892.29), Dallas Water Utilities Fund (\$61,892.29), and Sanitation Operation Fund (\$75,646.14)

**BACKGROUND**

This action does not encumber funds; the purpose of a master agreement is to establish firm pricing for goods, for a specific term, which are ordered on an as needed basis.

This master agreement will provide for continued printed goods for all departments. Printed goods are a business necessity due to the various communication requirements needed to conduct outreach efforts and business transactions.

Communication efforts are conducted in many ways and this master agreement makes available an array of printed media such as, brochures, signs, posters, promotional, and specialty items. Communication printed media will be used by the City when specific information is required to reach large numbers of people throughout the City.

Additionally, this agreement allows departments to purchase printed paper goods to complete day-to-day business transactions. Many departments depend on paper goods such as, but not limited to, business forms, letterhead, envelopes, and business cards in order to conduct City business.

**PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

On June 13, 2018, City Council authorized a three-year master agreement for printed goods with AC Printing, Janus Signs dba FastSigns Skillman, and Visual Communications by Resolution No. 18-0841.

**FISCAL INFORMATION**

Fund	FY 2021	FY 2022	Future Years
General Fund	\$ 66,908.44	\$341,806.47	\$ 79,546.37
Aviation Fund	\$ 20,630.76	\$ 20,630.76	\$ 20,630.77
Dallas Water Utilities Fund	\$ 6,189.23	\$ 55,703.06	\$ 0.00
Sanitation Operation Fund	\$ 37,823.07	\$ 37,823.07	\$ 0.00
Total	\$131,551.50	\$455,963.36	\$100,177.14

**M/WBE INFORMATION**

In accordance with the City’s Business Inclusion and Development Policy adopted on September 23, 2020, by Resolution No. 20-1430, as amended, the M/WBE participation on this contract is as follows:

Contract Amount	Procurement Category	M/WBE Goal	M/WBE %	M/WBE \$
\$687,692.00	Goods	18.00%*	100.00%	\$687,692.00
<ul style="list-style-type: none"> <li>• *This item reflects previous Business Inclusion and Development Policy M/WBE goal.</li> <li>• This contract exceeds the M/WBE goal.</li> <li>• AC Printing - Non-local; Workforce - 2.70% Local • Janus Signs dba FastSigns Skillman - Local; Workforce - 54.54% Local • Visual Communications - Non-local; Workforce - 0.00% Local</li> </ul>				

**OWNERS**

**AC Printing**

Shirazali Kanji, President  
 Razia Kanji, Vice President  
 Riyaz Samnani, Secretary

**Janus Signs dba FastSigns Skillman**

Sarosh Nayar, President  
 Karin Nayar, Vice President

**Visual Communications**

Michelle Simpson, Co-Owner  
 Wendy Donckers, Co-Owner