



## Legislation Text

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**File #:** 22-944, **Version:** 1

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**STRATEGIC PRIORITY:** Government Performance & Financial Management  
**AGENDA DATE:** May 11, 2022  
**COUNCIL DISTRICT(S):** All  
**DEPARTMENT:** Office of Procurement Services  
**EXECUTIVE:** Elizabeth Reich

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### **SUBJECT**

Authorize a three-year master agreement for the purchase of printed utility bill inserts for the Water Utilities Department - AC Printing, LLC, only bidder - Estimated amount of \$765,245.40 - Financing: Dallas Water Utilities Fund

### **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 according to annual budgetary appropriations. The estimated amount is intended as guidance rather than a cap on spending under the agreement, so that actual need combined with the amount budgeted will determine the amount spent under this agreement.

This master agreement will provide for the purchase of printed utility bill inserts for the Water Utilities Department's customers to be included with the monthly water bill. Other City departments will also utilize this master agreement by coordinating with the Water Utilities Department for inclusion of their inserts with utility bills.

Inserts provided through this agreement are trifold, multi-color, and printed on recycled paper. These inserts are utilized as a method to relay up-to-date information regarding items such as: water conservation, water quality reports, annual Water-Wise seminars and tour, recycling and bulk trash collection, storm water pollution prevention, and spay/neuter services, as well as other initiatives and programs.

Inserts are also posted on the Water Utilities Department's website for customers that receive electronic bills. In 2013, the Water Utilities Department launched the initiative "Go Green Go Paperless" to promote paperless billing and online payment. This initiative is advertised through bill inserts, as a special message on the invoice, on the back of the invoice envelope, at public meetings, and on the City's website. Since 2013, paperless participation has increased by approximately 39 percent.

As part of the solicitation process and in an effort to increase competition, the Office of Procurement Services used its procurement system to send out email notifications to vendors registered under relevant commodity codes. To further increase competition, the Office of Procurement Services uses historical solicitation information, the Internet, and vendor contact information obtained from user departments to contact additional vendors.

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

On June 28, 2017, City Council authorized a three-year master agreement for printed utility bill inserts with Nieman Printing, Inc. by Resolution No. 17-1042.

### **FISCAL INFORMATION**

Fund	FY 2022	FY 2023	Future Years
Dallas Water Utilities Fund	\$30,900.00	\$255,081.00	\$479,264.40

### **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 \$
\$765,245.40	Goods	32.00%	0.00%	\$0.00
• This contract does not meet the M/WBE goal, but complies with good faith efforts.				
• AC Printing, LLC - Local; Workforce - 100.00% Local				

### **PROCUREMENT INFORMATION**

Method of Evaluation for Award Type:

Low Bid	• Recommended vendor is based on the lowest competitive quoted price, who is also technically and financially capable of performing and completing the contract, and otherwise meets all material specification requirements
	• Negotiations are not allowed

The Office of Procurement Services received the following bid from solicitation number BV21-00018179. We opened it on February 11, 2022. We recommend the City Council award this master agreement in its entirety to the only bidder.

<b><u>Bidder</u></b>	<b><u>Address</u></b>	<b><u>Amount</u></b>
AC Printing, LLC	2911 Turtle Creek Blvd. Suite 300 Dallas, TX 75219	\$765,245.40

Note: The Office of Procurement Services conducted a single bid review and found no exceptions.

**OWNER**

**AC Printing, LLC**

Shirazali Kanji, President  
Razia Kanji, Vice President  
Durriya Dawoodbhoy, Chief Executive Officer