

**CITY OF EL PASO, TEXAS
AGENDA ITEM
DEPARTMENT HEAD'S SUMMARY FORM**

DEPARTMENT: Municipal Clerk

AGENDA DATE: August 23, 2011

CONTACT PERSON/PHONE: Richarda Duffy Momsen – Municipal/City Clerk, Municipal Clerk (915)541-4531
Bruce D. Collins – Purchasing Manager (915) 541-4313

DISTRICT(S) AFFECTED: All

SUBJECT:

Request to award Solicitation No. 2011-292 (Mailing Services) as recommended by Financial Services – Purchasing Division to Go-Direct Mailing Services, Inc. Go Direct was the sole responsive, responsible bidder. The contract is a 36 month contract, with an option to renew for 2 years.

BACKGROUND / DISCUSSION:

Municipal Clerk is seeking to obtain mailing services for the Municipal Court. Approximately 35,000 – 60,000 pieces are mailed out on a monthly basis. Documents mailed include: court hearing notices to defendants, attorneys, witnesses, bail bond companies, warrant notices, juvenile notices, parking courtesy notices and other correspondence.

PRIOR COUNCIL ACTION:

The previous contract 2008-019 was awarded December 11, 2007.

AMOUNT AND SOURCE OF FUNDING:

Funds available: 11010011 – 01101 Fund Source: Municipal Clerk - Administration

Postage account: 504003

Amount is based on a per piece charge for 35,000 – 62,000 pieces per month, approximately \$ \$ 230,000 per year.

BOARD / COMMISSION ACTION:

N/A.

*****AUTHORIZATION*****

DEPARTMENT HEAD: _____

COMMITTEE SCORE SHEET
 SOLICITATION TITLE: MAILING SERVICES
 SOLICITATION NO: 2011-292

| EVALUATION CRITERIA | Total Possible Points | Go-Direct Mailing Services, Inc. El Paso, TX | | |
|---|-----------------------|---|--|--|
| Cost 45 Points | | | | |
| 30,000 pieces or less | 15.00 | 15.00 | | |
| 30,000 - 59,000 pieces | 15.00 | 15.00 | | |
| 60,000 pieces or more | 15.00 | 15.00 | | |
| Qualifications and Experience 30 Points | | | | |
| | 30.00 | 30.00 | | |
| Reputation and Quality of the Bidder's Service 20 Points | | | | |
| | 20.00 | 14.17 | | |
| Past Relationship/Performance with the City 5 Points | | | | |
| | 5.00 | 5.00 | | |
| Total Points | 100.00 | 94.17 | | |



**CITY OF EL PASO
BID TABULATION FORM**



Bid Opening Date: July 13, 2011
Project Name: Mailing Services

Solicitation #: 2011-292
Department: Municipal Court

| | | GO-DIRECT MAILING SERVICES, INC. EL PASO, TX | | | |
|----------|--|---|--|--|--|
| ITEM NO. | DESCRIPTION | PER PIECE | | | |
| | MAILING SERVICES TO INCLUDE ENCODING AND PICKUP ONCE A DAY (PRESORTED / FIRST CLASS MAIL) | | | | |
| 1. | 30,000 PIECES OR LESS | \$0.03 + POSTAGE | | | |
| 2. | 30,000 - 59,999 PIECES | \$0.03 + POSTAGE | | | |
| 3. | 60,000 PIECES OR MORE | \$0.03 + POSTAGE | | | |

NOTE: This is a Best Value Procurement. Price and other factors shall be evaluated to determine an awardee. The information contained in this bid tabulation is for information only and does not constitute actual award/execution of contract.

APPROVED BY: Aeneise Bawky

DATE: 7/19/11



CITY OF EL PASO BID TABULATION FORM



Bid Opening Date: July 13, 2011
Project Name: Mailing Services

Solicitation #: 2011-292
Department: Municipal Court

| | | | | |
|---|--|-------------------------|----------------------|-------------------|
| | GO-DIRECT MAILING SERVICES, INC. EL PASO, TX | | | |
| <p><u>OPTION TO EXTEND THE TERM OF THE AGREEMENT</u></p> <p>THE CITY AT ITS SOLE DISCRETION, MAY EXERCISE ANY OPTION TO EXTEND THE TERM OF THE AGREEMENT, BY GIVING THE CONTRACTOR WRITTEN NOTICE WITHIN THE TIME PERIOD NOTED ON THE SELECTED OPTIONS.</p> <p>BIDDER OFFERS THE CITY THE OPTION OF EXTENDING THE TERM OF THE CONTRACT FOR:</p> <p>ONE (1) ADDITIONAL YEAR AT THE SAME UNIT PRICE(S), IF THE OPTION IS EXERCISED PRIOR TO THE EXPIRATION OF THE ORIGINAL TERM OF THE CONTRACT.</p> <p>TWO (2) ADDITIONAL YEARS AT THE SAME UNIT PRICE(S), IF THE OPTION IS EXERCISED PRIOR TO THE EXPIRATION OF THE ORIGINAL TERM OF THE CONTRACT.</p> <p>NO OPTION OFFERED</p> | <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> | | | |
| <p>PAYMENT TERMS:</p> <p>BIDDER AGREES TO ACCEPT PAYMENT BY PROCUREMENT CARD:</p> | <p>NET - 30 DAYS</p> <p>YES <input type="checkbox"/> NO <input checked="" type="checkbox"/></p> | | | |
| BIDS SOLICITED: 7 | | BIDS RECEIVED: 1 | BIDS LOCAL: 7 | NO BIDS: 1 |

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APPROVED BY: AB

DATE: 7/19/11

GO DIRECT MAIL MARKETING
ATTN: JEANNINE EVANS
8400 BOEING DRIVE
EL PASO, TX 79925-1234

AUS SERVICES INC.
2020 E. MILLS
EL PASO, TX 79901

H & H DINERO
ATTN: JOE BARNES
9020 MAYFLOWER
EL PASO, TX 79925

BUSINESS FORMS, INC.
ATTN: JON CRUMLEY
P. O. BOX 3278
EL PASO, TX 79923

MAILING & SHIPPING SYSTEMS INC.
5001 MONTANA AVENUE
EL PASO, TX 79903-4901

PREMIER COURIER INC.
205 ANGE STREET
EL PASO, TX 79901-1557

DATAMARK, INC.
ATTN: RAYMOND DURAN
43 BUTTERFIELD CIRCLE
EL PASO, TX 79906-5202

No Bid