

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

**DEPARTMENT:** General Services

**AGENDA DATE:** 11/08/11

**CONTACT NAME AND PHONE NUMBER:** Stuart Ed, Director, General Services, (915) 621-6822  
Bruce Collins, Purchasing Manager, Financial Services (915) 541-4313

**DISTRICT(S) AFFECTED:** ALL

**SUBJECT:**

Award the following solicitation: 2011-316R – Copier Reproduction Services  
To: The Apodaca Group dba Alphagraphics of El Paso, TX  
Estimated Annual Expenditures: \$280,000.00  
Total Estimated Expenditures: \$1,400,000.00

**BACKGROUND / DISCUSSION:**

The General Services Department is identifying the most cost effective, high performing service option for the Quick Copy Center and the City which meets its printing and copying needs. These printing and copying needs include all copying, bindery and specialty services and any other service expected from a quality copy center. The award of this contract will facilitate all copy functions and will provide efficiencies as a result of partnering with a professional organization who is experienced with providing this type of service. Local business is being supported.

**PRIOR COUNCIL ACTION:**

No.

**SELECTION SUMMARY:**

This solicitation was advertised on July 19, 2011 and July 26, 2011, and opened on August 17, 2011. On July 19, 2011, postcards were mailed out, the solicitation was posted on the City's website on and the email (Purmail) notification was sent out. Eighteen local (18) bidders were solicited and four local bidders responded.

**AMOUNT AND SOURCE OF FUNDING:**

Department: All Departments  
Amount: \$1,400,000.00  
Funds Source: Various funding sources  
Account: Various

**BOARD / COMMISSION ACTION:**

Enter appropriate comments or N/A

\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**DEPARTMENT HEAD:** \_\_\_\_\_

(If Department Head Summary Form is initiated by Purchasing, client department should sign also)

*Information copy to appropriate Deputy City Manager*

**COUNCIL PROJECT FORM**

\*\*\*\*\***POSTING LANGUAGE BELOW**\*\*\*\*\*

Please place the following item on the **REGULAR** agenda for the Council Meeting of **NOVEMBER 11, 2011**.

Discussion and action on the award of Solicitation No. 2011-316R (Copier Reproduction Services) to Apodaca Group dba Alphagraphics for an initial term estimated award of \$1,400,000.00.

Department:	General Service
Award to:	Apodaca Group dba Alphagraphics
Vendor Location:	El Paso, Texas
Item(s):	All
Option:	Two year
Payment Terms:	Net 30
Initial Term Amount:	\$1,400,000.00 (5 years)
Total Estimated Award:	\$1,960,000.00 (7 years)
Account:	Various
Funding Source:	Various Accounts
District(s):	All

This is a Request for Proposal, Services Contract.

Additionally, it is requested that the City Attorney's Office review and that the City Manager be authorized to execute any related contract documents and agreements necessary to effectuate this award.

The Financial Services - Purchasing Division and General Services recommend award as indicated to Apodaca Group dba Alphagraphics, the highest ranked proposer, based on evaluation factors established for this procurement.

\*\*\*\*\***ADDITIONAL INFO BELOW**\*\*\*\*\*

Two vendors, Ikon Office Solutions, Inc. and Spectrum Imaging Systems were deemed nonresponsive and were not considered for award.

# COMMITTEE SCORE SHEET

RATER # :

RFP NO.: 2011-316R

RFP TITLE: **COPIER REPRODUCTION SERVICES**  
GENERAL SERVICES DEPARTMENT

	THE APODACA GROUP dba ALPHAGRAPHICS  EL PASO, TX	THE PERKY PRESS, INC  EL PASO, TX			
<b>Cost</b>	<b>\$724.97</b>	<b>627.47</b>			
A) Proposal Cost (Internal Services) 35 pts	30.29	35.00			
B) Revenue Sharing Plan (External Services) 15 pts	N/A	N/A			
<b>Quality of Response and Presentations</b>					
A) Readability, completeness, understanding of project scope 5 pts	5.00	2.50			
B) Adherence to response format requirements 5 pts	5.00	2.50			
<b>Experience and Qualifications</b>					
A) Qualifications in performing specific job requirements stated 10 pts	10	0			
B) Experience in copier services, management and related technology, etc. 10 pts	10.00	10.00			
<b>Response to References</b>					
Results of 3 references for which continuous services were provided for at least 2 years- 15 pts	14	13			
<b>Past Relationship</b>					
5 Pts	3	0			
<b>GRAND TOTAL</b> (100 points/percent max)	<b>77.29</b>	<b>63.00</b>			



EL PASO TRIAD  
1421 N. LEE TREVINO, A-10  
EL PASO, TX 79936

*BN  
Vacant  
LTP*

SPECTRUM IMAGING GROUP  
11550 PELLICANO  
EL PASO, TX 79936

SUN CITY COPY  
ATTN: TODD PALPENPIO  
5240 YVETTE AVENUE  
EL PASO, TX 79924

SUPERIOR IMAGING EXPERTS  
2001 GRANT AVENUE  
EL PASO, TX 79930-1016

OFFICE XPERTS INC.  
1427 E. MISSOURI  
EL PASO, TX 79902-5602

*BN  
MBA  
LTP*

KWIK KOPY PRINTING  
4310 MONTANA  
EL PASO, TX 79903

INTERNATIONAL COPY MACHINE CENTER  
1515 LEE TREVINO, SUITE EE  
EL PASO, TX 79936-5179

INNOVATIVE OFFICE SOLUTIONS  
11615 PELLICANO DRIVE  
EL PASO, TX 79936

TOSHIBA BUSINESS SOLUTIONS  
10821 GATEWAY WEST - 201  
EL PASO, TX 79935

SPECTRUM IMAGING SYSTEMS  
5900 Gateway East  
EL PASO, TX 79905

LARRY E. ORTIZ  
OFFICE MACHINES, INC.  
1168 BARRANCA DRIVE  
EL PASO, TX 79935

IKON OFFICE SOLUTIONS, INC.  
7410 REMCON, SUITE M  
EL PASO, TX 79912

*AT-FTE  
see need label  
too late to send  
postcard  
Cj*

INTERNATIONAL OFFICE SUPPLIES  
1116-B WYOMING  
EL PASO, TX 79902

ATTN: ANGEL FLORES  
XEROX CORPORATION  
5822 CROMO AVE., STE 100  
EL PASO, TEXAS 79912

OMI  
ATTN: HENRY HERNANDEZ  
1168 BARRANCA  
EL PASO, TX 79935

*BN  
Vacant  
LTP*

PAPER CHASE  
ATTN: DANNY HERNANDEZ  
2900 N. MESA SUITE H  
EL PASO, TX 79902

J-MAR & ASSOCIATES INC.  
ATTN: JAIME ESCOBAR  
1141 LARRY MAHAN DRIVE SUITE I  
EL PASO, TX 79925

IKON  
10737 GATEWAY BLVD. W SUITE 105  
EL PASO, TX 79935-4910

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