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

CITY CLERK DEPT.
07 DEC 10 PM 12:02

DEPARTMENT: **Municipal Court**

AGENDA DATE: **Dec. 11, 2007**

CONTACT PERSON/PHONE: **Richarda D. Momsen, Municipal Clerk**

DISTRICT(S) AFFECTED: All

SUBJECT:

Request that the Purchasing Manager, Financial Services, Purchasing Division be authorized to issue a Purchase Order to Go Direct Mailing Services, Inc., services to include encoding, sorting, and metering mail.

BACKGROUND / DISCUSSION:

This bid out-sources the mailing services for Municipal Court and for bulk mailing for EPPD. It is designed to streamline the mailing of approximately 360,000 court notices annually by having the vendor pick up the notices daily and then process them, bar-coding them by zip code for delivery to the post office. The Court operates on a tight deadline between the setting of the case and court date. We estimate this will expedite notices by one day, helping us to meet the 10 day statutory deadline for notice to the defendant that is required. Customer service will improve through the earlier notice to the defendant and witnesses. In addition, this outsourcing will free up court staff for the delivery of public service at the public service counters and on the phone. It also will save City funds because the zip code sorting will reduce the amount per letter by 3.5 cents.
Currently the Court's mailings are handled by the City Hall main room, requiring that Court staff prepare and deliver the notices to City Hall daily.

For EPPD the award is for the mailing of the Neighborhood Watch manual.

PRIOR COUNCIL ACTION: N/A

AMOUNT AND SOURCE OF FUNDING:

Fund Codes: 01101-11010011-504003, Fund Description: General Fund-Municipal Clerk Admin-Postage $135,000.00
Fund Codes: 21150060-16371-502116-PROJECT 500231, Fund Description: Confiscated Fends-Police, Promotional Services, $70,760.
Estimated Yearly Amount:$205,760.00

BOARD / COMMISSION ACTION: NA

**********REQUIRED AUTHORIZATION**********

LEGAL: (if required) _____ **FINANCE:** (if required) _____

DEPARTMENT HEAD: Richarda D. Momsen, Municipal Clerk

APPROVED FOR AGENDA:

CITY MANAGER: _____ **DATE:** _____

CITY CLERK DEPT.
07 DEC -5 PM 2:52

PROJECT FORM

DATE: DECEMBER 4, 2007

PROJECT: MAILING SERVICES
BID 2008-019 BUDGET NO.: 11010011-01101-504003 AND 21150060-16371-502116-PROJECT 500231
FUNDING SOURCE: MUNICIPAL CLERK, OPERTAING FUNDS, POSTAGE AND FEDERAL CONFISCATED FUNDS, PROMOTIONAL SERVICES
REPRESENTATIVE DISTRICT(S): ALL
****

RECOMMENDATION:

VENDOR:#1 GO DIRECT MAILING MARKETING
EL PASO, TX
ITEMS: 1
AMOUNT: $405,000.00 EST FOR 3 YRS
OPTION ITEMS: 1 & 2
AMOUNT: $70,760.00 ONE TIME
DISCOUNT – NONE

TOTAL ESTIMATED AWARD: $475,760

Financial Services, Purchasing Division and Municipal Clerk and Municipal Court and El Paso Police and their committees recommend award as indicated, that offered the Best Value for this service.

This is a thirty-six month contract with the no option to renew.

BID'S SOLICITED	03	BID'S LOCALS	03
BID'S RECEIVED	02		
BIDS SVCS		06	
"NO BIDS" RECEIVED		00	
CURRENT TAXES PAID		--	
OUT-OF-TOWN	___		

TOTAL ESTIMATED AWARD: $475,760.00
****
FUNDS: AVAILABLE____ NOT AVAILABLE____ COMPTROLLER
****
COUNCIL: APPROVED_____ REJECTED_____ CITY CLERK ____
****
APPROVED: COUNCIL MEETING OF **DECEMBER 11, 2007**

TERRENCE FREIBURG
PURCHASING MANAGER

Committee Score Sheet

Solicitation Number: #2008-019

	(Offerer #1) Go Direct	(Offerer #2) H & H Dinero	(Offerer #3)	
Price 50 Points	**49**	**50**		
References 15 Points	**13.34**	**5.34**		
Bidder's Past Relationship with the City 15 Points	**13.66**	**7.00**		
Compliance with Specifications 20 Points	**20**	**18**		
GRAND TOTAL POINTS	**96**	**80.34**		

***Add Optional Criteria as needed**

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CITY OF EL PASO BID TABULATION

BID TITLE: MAILING SERVICES

BID DATE: OCTOBER 31, 2007

BID # 2008-019

DEPARTMENT: MUNICIPAL COURT

			GO DIRECT MAIL MARKETING EL PASO, TX			H & H DINERO TREE, INC. EL PASO, TX					
ITEM NO.	EST. QTY.	ITEM DESCRIPTION	PIECE/BULK RATE	MONTH	YEAR	PIECE/BULK RATE	MONTH	YEAR			
1.	30,000 PIECES/MONTH	MAILING SERVICES TO INCLUDE ENCODING AND	$0.015 /PIECE	$450.00	$5,400.00	$0.03 /PIECE	$900.00	$10,800.00			
			$0.36 /BULK	$10,800.00	$129,600.00	$0.334 /BULK	$10,020.00	$120,240.00			

OPTION: The City of El Paso Police Department will be mailing out approximately 116,000, 42 page copy of the Neighborhood Watch Manual.

ITEM NO.	EST. QTY.	ITEM DESCRIPTION	PIECE/BULK RATE		TOTAL	PIECE/BULK RATE		TOTAL			
1.	116,000 MANUALS	CHARGE FOR BARCODE IMPRINT WITH ROUTES 116,000	0.309 /PIECE	(BIDDER'S TOTAL: $35,898.58)	$35,844.00	$0.0225 /PIECE		$2,610.00			
2.	116,000 MANUALS	POST OFFICE BULK RATE CHARGE FOR MAILING 116,000 MANUALS	0.301 /BULK		$34,916.00	$0.5445 /BULK		$63,162.00			
PAYMENT TERMS:			NET - 30 DAYS			NET - 30 DAYS					

* ACTUAL PRICE PER PIECE CANNOT BE GUARANTEED UNTIL WEIGHT OF COVER IS VERIFIED.

BIDS SOLICITED: 3 BIDS RECEIVED: 2 BIDS LOCAL: 3 NO BIDS: 0

NOTE: THIS IS A BEST VALUE PROCUREMENT. OTHER FACTORS BESIDES PRICE WILL BE CONSIDERED.

07 NOV -6 AM 10:52
CITY CLERK DEPT.

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CITY CLERK DEPT.

APPROVED BY:

DATE: 11-6-07

JEANNINE EVANS
GO DIRECT MAIL MARKETING
8400 BOEING DR
EL PASO, TX 79925-1234

AUS ERVICES INC
2020 E MILLS
EL PASO TX 79901

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

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