



City of San Antonio

Contract Summary Sheet

Date: 12/12/2019
Agenda Item: 19-8410

Name/Title (Caption as shown on agenda): Annual Contract for Business Cards and Wide Format Printing Services 6100011712 HH	
Brief Description of Item(s) and Use: This contract will provide various City Departments with business cards for City staff. This contract will be managed by the City's Finance Department, Print and Mail Operations Division, to support print services for various City Departments.	
Total \$:	\$30,000.00 annually; \$90,000.000 contract period
Contract Period:	Upon award through January 31, 2022 with a one-year renewal option
Method of Procurement:	Competitive (5 bids received)
Price Trend:	N/A - additional services included in this contract compared to prior contract
Contract Info:	Formal ___ Annual <u>X</u> Support/Maintenance ___ Lease ___
Recommended Contractor(s):	Lopez Printing, Inc., 427 Lombrano, San Antonio, TX 78207 (Local) Items: Category A
Previous Contractor(s):	Lopez Printing, Inc., 427 Lombrano, San Antonio, TX 78207
Comments:	NAS: Cenveo – deemed non-responsive due to failure to satisfy subcontracting requirements NAS: Rapture Graphics dba Cold Fire Signs – deemed non responsive due to failure to satisfy subcontracting requirements NAS: Sign it Right, LLC – deemed non-responsive due to failure to satisfy subcontracting requirements
Anticipated Future Requirements and Action:	Re-bidding Category B – Wide Format Printing Services. All applicable bidders either failed to satisfy the subcontracting requirements or failed to have proper equipment in place at the time of bid response.
Procurement Alternative:	Should this contract not be approved, City Departments would be required to purchase items on an as needed basis which may result in higher prices and delays in printing services.
Using Department (s):	Citywide