



City of San Antonio

Contract Summary Sheet

Date: 3/10/16
Agenda Item: 16-1601

Name/Title (Caption as shown on agenda): Annual Contract for SWMD Organics Guides 6100007014 JF	
Brief Description of Item(s) and Use: This contract will provide a vendor to print, score, cut, die cut, tab, and fold booklets that will enable the Solid Waste Management Department (SWMD) to inform residents about the City's solid waste guidelines.	
Total \$:	\$56,000.00 annually
Contract Period:	Upon award through December 31, 2016 with one, one year renewal options
Method of Procurement:	Competitive (2 bids received)
Price Trend:	New Contract
Contract Info:	Formal <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Support/Maintenance <input type="checkbox"/> Lease <input type="checkbox"/>
Recommended Contractor(s):	Litho Press, Inc., 4334 Milling Road; San Antonio, TX 78219 (Local)
Previous Contractor(s):	N/A
Comments:	N/A
Anticipated Future Requirements and Action:	N/A
Procurement Alternative:	Should this contract not be approved, SWMD will be required to procure solid waste guidelines booklets on an as needed basis. Lack of a contract could result in an inefficient and less cost effective method of informing residents about the City's solid waste guidelines.
Using Department (s):	Solid Waste Management