



City of San Antonio

Contract Summary Sheet

Date: 9/3/2020
Agenda Item: 20-4681

Name/Title (Caption as shown on agenda): Annual Contract for Violation Notice Forms 6100012829 HH	
Brief Description of Item(s) and Use: This contract will provide Municipal Courts with printing services for the publication of eight (8) types of violation notice forms. Various enforcement personnel throughout the City, such as the San Antonio Police Department, Park Police, Airport Police, Parking Enforcement, and Code Compliance will utilize these forms to issue citations.	
Total \$:	\$38,000.00 annually, \$190,000.00 contract period
Contract Period:	October 1, 2020 through September 30, 2023 with two, one year renewal options
Method of Procurement:	Competitive (1 bid received)
Price Trend:	24.5% increase due to market volatility in raw materials used for product manufacture
Contract Info:	Formal ___ Annual <u>X</u> Support/Maintenance ___ Lease ___
Recommended Contractor(s):	Ostos, LLC dba Proforma Diversified Corporate Solutions, 911 FM 1626, Suite 202 Austin, TX 78745
Previous Contractor(s):	Diversified Computer Supplies dba Proforma DCS, 1533 Austin Hwy #102-421, San Antonio, TX 78218
Comments:	N/A
Anticipated Future Requirements and Action:	N/A
Procurement Alternative:	Should this contract not be approved, the City will be required to procure the printing services of violation notice forms on an as needed basis wherein an increased cost due to non-contract buying could be realized.
Using Department (s):	Municipal Court