



City of San Antonio

Contract Summary Sheet

Date: 5/14/15
Agenda Item: 15-2495

Name/Title (Caption as shown on agenda): Annual Contract for Quarterly Flight Guide Brochures 6100005566 MFB	
Brief Description of Item(s) and Use: The contract will provide the City of San Antonio Aviation Department with a vendor to produce and deliver 9,000 Flight Guide Brochures per quarter. The brochures facilitate travel planning by providing passengers with flight information for all airlines and destinations available to and from San Antonio International Airport. The brochure is distributed in the San Antonio Business Journal. In addition, the Aviation Department does limited quantity of direct mail marketing with the brochures.	
Total \$:	\$24,000.00 annually; \$120,000.00 contract period
Contract Period:	Upon award through September 30, 2018, with 2, 1 year renewal options
Method of Procurement:	Competitive (3 bids received)
Price Trend:	N/A
Contract Info:	Formal <input type="checkbox"/> Annual <input checked="" 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):	New Annual Contract
Comments:	NAS: Imaging Graphics Unlimited, LLC, did not meet bid specifications. The bidder's price included printing only. As required by the IFB, vendors were required to include the cost of acquiring the flight data information directly from an aviation industry third party.
Anticipated Future Requirements and Action:	N/A
Procurement Alternative:	Should this contract not be approved, the City will continue to do informal solicitations to perform printing services for the publication of brochures. This alternative increases costs and causes delay in delivery times.
Using Department (s):	Aviation