



Travis County Commissioners Court Agenda Request

Meeting Date: Tuesday, November 26, 2013

Prepared By/Phone Number: Sydney Ceder, (512)854-9882

Elected/Appointed Official/Dept. Head: Cyd Grimes

Commissioners Court Sponsor: Judge Biscoe

Agenda Language: Approve contract award for Printing and Mailing Services, IFB No. 201309-SC, to the sole bidder, Information Management Solutions, LLC.

- **Purchasing Recommendation and Comments:** Purchasing concurs with department and recommends approval of requested action. This procurement action meets the compliance requirements as outlined by the statutes. This contract will provide printing and mailing services for Records Management.

IFB No. 201309-SC was issued on September 16, 2013. A total of sixty-four (64) vendors were solicited and one (1) bid was received.

The solicitation required bidders to have three (3) years of experience due to the important nature of the documents that are to be printed and mailed by the contractor. Information Management Solutions, LLC is the only vendor that meets the requirements.

- **Contract-Related Information:**

Award Amount: Estimated Quantity – as needed requirements

Contract Type: Annual

Contract Period: November 26, 2013 through November 25, 2014

- **Solicitation-Related Information:**

Solicitations Sent: 64

Responses Received: 1

HUB Information: N/A

% HUB Subcontractor: N/A

- **Funding Information:**

Shopping Cart/Funds Reservation in SAP: N/A

Comments: Shopping carts are processed at the time of the requirement.

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to Cheryl Aker in the County Judge's office, Cheryl.Aker@co.travis.tx.us by Tuesdays at 5:00 p.m. for the next week's meeting.



TRAVIS COUNTY

RECORDS MANAGEMENT & COMMUNICATION RESOURCES

314 West 11th Street , Suite 110 PO Box 1748 Austin, TX 78767 Tel: (512) 854-9575 Fax: 854-4560

MEMORANDUM

TO: Sydney Ceder, Purchasing Agent III

FROM: Tom Ashburn, Support Services Manager *TAH*

DATE: October 31, 2013

SUBJECT: Recommendation for Award, Bid #201309-SC – Printing & Mailing Services

RMCR has reviewed the bid tabulation and recommends award to be Information Management Solutions, Inc. The funds center/ commitment item associated with this procurement is 1570080001/511730. Thank you for your assistance in this matter.

Bid #201309-SC - PRINTING AND MAILING SERVICES

Creation Date **Aug 21, 2013**
Start Date **Sep 17, 2013 2:42:57 PM CDT**

End Date **Oct 14, 2013 2:30:00 PM CDT**
Awarded Date **Not Yet Awarded**

201309-SC--01-01 Process Jury Summons					
Supplier	Unit Price	Qty/Unit	Total Price	Attch.	Docs
Information Management Solutions, LLC	First Offer - \$0.054	240000 / each	\$12,960.00		Y
Product Code: Unit Amount Text: five and 4/10 of a cent Total Amount Text: Twelve thousand nine hundred sixty cents Agency Notes:			Supplier Product Code: Supplier Notes:		

201309-SC--01-02 Jury Wheel Programming					
Supplier	Unit Price	Qty/Unit	Total Price	Attch.	Docs
Information Management Solutions, LLC	First Offer - \$0.00	1 / hour	\$0.00		Y
Product Code: Unit Amount Text: no dollars or cents Total Amount Text: no dolloar or cents Agency Notes:			Supplier Product Code: Supplier Notes:		

201309-SC--01-03 Merge Database Files					
Supplier	Unit Price	Qty/Unit	Total Price	Attch.	Docs
Information Management Solutions, LLC	First Offer - \$0.00	1 / job	\$0.00		Y
Product Code: Unit Amount Text: no dollars or cents Total Amount Text: no dollars or cents Agency Notes:			Supplier Product Code: Supplier Notes:		

201309-SC--01-04 Merge Database Files					
Supplier	Unit Price	Qty/Unit	Total Price	Attch.	Docs
Information Management Solutions, LLC	First Offer - \$0.00	1 / job	\$0.00		Y
Product Code: Unit Amount Text: no dollars or cents Total Amount Text: no dollars or cents Agency Notes:			Supplier Product Code: Supplier Notes:		

201309-SC--01-05 Voter Certificates Mailing					
Supplier	Unit Price	Qty/Unit	Total Price	Attch.	Docs
Information Management Solutions, LLC	First Offer - \$0.0292	575000 / each	\$16,790.00		Y
Product Code: Unit Amount Text: two and ninety two hundreds of a cent Total Amount Text: sixteen thousand seven hundred and ninety dollars Agency Notes:			Supplier Product Code: Supplier Notes:		

201309-SC--01-06 Voter Certificates Mailing					
Supplier	Unit Price	Qty/Unit	Total Price	Attch.	Docs
Information Management Solutions, LLC	First Offer - \$0.0299	175000 / each	\$5,232.50		Y
Product Code: Unit Amount Text: two and ninety nine hundreds of a cent Total Amount Text: five thousand two hundred thirty two dollars and fifty cents Agency Notes:			Supplier Product Code: Supplier Notes:		

201309-SC--01-07 Voter Confirmation Cards Mailing					
Supplier	Unit Price	Qty/Unit	Total Price	Attch.	Docs
Information Management Solutions, LLC	First Offer - \$0.056	150000 / each	\$8,400.00		Y
Product Code: Unit Amount Text: five and six tenths of a cent Total Amount Text: eight thousand four hundred			Supplier Product Code: Supplier Notes:		

Agency Notes:	
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201309-SC--01-08 Processing of District Clerk Cost Statements					
Supplier	Unit Price	Qty/Unit	Total Price	Attch.	Docs
Information Management Solutions, LLC	First Offer - \$0.055	10000 / each	\$550.00		Y
Product Code: Unit Amount Text: five and five tenths of one cent Total Amount Text: five hundred fifty dollars Agency Notes:			Supplier Product Code: Supplier Notes:		

201309-SC--01-09 Processing of Property Tax Cards					
Supplier	Unit Price	Qty/Unit	Total Price	Attch.	Docs
Information Management Solutions, LLC	First Offer - \$0.0415	370000 / each	\$15,355.00		Y
Product Code: Unit Amount Text: four and fifteen hundredths of a cent Total Amount Text: fifteen thousand three hundred fifty five dollars and no cents Agency Notes:			Supplier Product Code: Supplier Notes:		

201309-SC--01-10 Double Window #10 Envelope					
Supplier	Unit Price	Qty/Unit	Total Price	Attch.	Docs
Information Management Solutions, LLC	First Offer - \$0.0215	260000 / each	\$5,590.00		Y
Product Code: Unit Amount Text: two and fifteen hundredths of a cent Total Amount Text: five thousand five hundred ninety dollars and no cents Agency Notes:			Supplier Product Code: Supplier Notes:		

201309-SC--01-11 Precinct Notification Cards					
Supplier	Unit Price	Qty/Unit	Total Price	Attch.	Docs
Information Management Solutions, LLC	First Offer - \$0.0432	11644 / each	\$503.0208		Y
Product Code: Unit Amount Text: four and thirty two hundredths of a cent Total Amount Text: four hundred ninety two and fifty four cents Agency Notes:			Supplier Product Code: Supplier Notes:		

201309-SC--01-12 Process of Warrant Cards					
Supplier	Unit Price	Qty/Unit	Total Price	Attch.	Docs
Information Management Solutions, LLC	First Offer - \$0.0338	11644 / each	\$393.5672		Y
Product Code: Unit Amount Text: three and thirty eight hundredths of a cent Total Amount Text: three hundred ninety three and fifty six cents Agency Notes:			Supplier Product Code: Supplier Notes:		

Supplier Totals

Information Management Solutions, LLC		\$65,774.088 (12/12 items)
Bid Contact	Thomas Dowe kelly@totalims.com Ph 210-826-4994	Address 2416 Brockton Suite 105 San Antonio, TX 78248
Agency Notes:		Supplier Notes:

** All bids/proposals submitted for the designated project are reflected on this tabulation sheet. However, the listing of the bid/proposal on this tabulation sheet shall not be construed as a comment on the responsiveness of such bid/proposal or as any indication that the agency accepts such bid/proposal as being responsive. The agency will make a determination as to the responsiveness of the vendor responses submitted based upon compliance with all applicable laws, purchasing guidelines and project documents, including but not limited to the project specifications and contract documents. The agency will notify the successful vendor upon award of the contract and, as according to the law, all bid/proposal responses received may be available for inspection at that time.