



CITY OF COLUMBIA
AGENDA MEMORANDUM

MEETING DATE: July 19, 2016

DEPARTMENT: Purchasing

FROM: *Sandra Wright, Purchasing Agent*

SUBJECT: Utility and Parking Bill Printing, Postage and Archiving Services

FINANCIAL IMPACT: Customer Service/ Special Contracts

5511407-638300

Customer Service/ Postage and Delivery
5511407-631100

Solid Waste Administration/ Printing and Office Supplies
1014403-621000

Parking Services/ Outside Data Processing
5312413-637000

ORIGINAL BUDGET: Estimated is \$1,400,000.00 based on budgets involved

STRATEGIC GOALS: Improve Communication

Six (6) bids were received for utility and parking bill printing, postage and archiving services (BID#015-15-16) as requested by Customer Service. The services will begin July 1, 2016 and end on June 30, 2019 with an option to extend for two (2) additional one year periods.

Laser Print Plus, a certified LBE, was not the low bidder, but met the LBE preference requirements. I respectfully request City Council's approval for these services to be provided by Laser Print Plus, Inc. at a cost of \$1,388,613.16 per year.

ATTACHMENTS:

- Bid Tabulation (BID#015-15-16) (PDF)
- Laser Print LBE Preference Acceptance (PDF)
- Use of local preference (PDF)

Bid Tabulation Report
BID015-15-16: Utility and Parking Bills Printing Services
Thursday, May 26, 2016

Item #	Product Code	Product Description	Quantity	Unit Price	Extended
Bidder ID: B002279 - Envelopes and Forms, Inc.					
2505 Meadowbrook Parkway Duluth, GA 30096-4638			Terms and Conditions: I Agree Noncollusion: Y Local Preference: No AMENDMENT: N Certified Local Vendor: N		
1	96600	Utility and Parking Bills Printing, Postage and Archiving Se	1.00	0.00	0.00
Total Envelopes and Forms, Inc.					<u><u>0.00</u></u>
Bidder ID: B002280 - Municode					
1700 Capitol Cir. Tallahassee, FL 32312-			Terms and Conditions: I Agree Noncollusion: Y Local Preference: No AMENDMENT: Y Certified Local Vendor: N		
1	96600	Utility and Parking Bills Printing, Postage and Archiving Se	1.00	1,615,495.00	1,615,495.00
Total Municode					<u><u>1,615,495.00</u></u>
Bidder ID: B002281 - Level One, LLC					
3 Great Valley Parkway Malvern, PA 19355			Terms and Conditions: I Agree Noncollusion: Y Local Preference: No AMENDMENT: Y Certified Local Vendor: N		
1	96600	Utility and Parking Bills Printing, Postage and Archiving Se	1.00	1,388,613.16	1,388,613.16
Total Level One, LLC					<u><u>1,388,613.16</u></u>
Bidder ID: B002282 - Laser Print Plus, Inc.					
1261 1st Street South Extension Columbia, SC 29209-			Terms and Conditions: I Agree Noncollusion: Y Local Preference: Yes AMENDMENT: Y Certified Local Vendor: N		
1	96600	Utility and Parking Bills Printing, Postage and Archiving Se	1.00	1,432,237.20	1,432,237.20
Total Laser Print Plus, Inc.					<u><u>1,432,237.20</u></u>
Bidder ID: B002283 - Pinnacle Data Systems					
			Terms and Conditions: I Agree Noncollusion: Y Local Preference: No AMENDMENT: Y		

Note: The bid tabulation above may reflect the apparent low bidder; however an evaluation will be done to determine if the bid meets all bid requirements before an award is made.

Bid Tabulation Report
BID015-15-16: Utility and Parking Bills Printing Services
Thursday, May 26, 2016

Item #	Product Code	Product Description	Quantity	Unit Price	Extended
			Certified Local Vendor: N		
1	96600	Utility and Parking Bills Printing, Postage and Archiving Se	1.00	1,655,766.60	1,655,766.60
Total Pinnacle Data Systems					<u>1,655,766.60</u>

Bidder ID: B002284 - SouthData

201 Technology Lane
 My. Airy, NC 27030-

Terms and Conditions: I Agree
 Noncollusion: Y
 Local Preference: No
 AMENDMENT: Y
 Certified Local Vendor: N

1	96600	Utility and Parking Bills Printing, Postage and Archiving Se	1.00	1,488,049.36	1,488,049.36
Total SouthData					<u>1,488,049.36</u>

Bidder ID: B002285 - QuestMark Information Management, Inc.

Terms and Conditions: I Agree
 Noncollusion: N
 Local Preference: No
 AMENDMENT: N
 Certified Local Vendor: N

1	96600	Utility and Parking Bills Printing, Postage and Archiving Se	1.00	7,511,033.44	7,511,033.44
Total QuestMark Information Management					<u>7,511,033.44</u>

Note: The bid tabulation above may reflect the apparent low bidder; however an evaluation will be done to determine if the bid meets all bid requirements before an award is made.

Robinson, Lawana C

From: tim <tim@laserprintplus.com>
Sent: Friday, May 27, 2016 7:04 AM
To: Robinson, Lawana C
Subject: RE: BID015-15-16 Utility Bill Printing Services

Yes, I would like to accept.

Please confirm you received this email. I am sending from my phone.

Sent from my Verizon Wireless 4G LTE smartphone

----- Original message -----

From: "Robinson, Lawana C" <lrobinson@columbiasc.net>
Date: 05/26/2016 6:15 PM (GMT-05:00)
To: 'Tim Delaney' <tim@laserprintplus.com>
Subject: BID015-15-16 Utility Bill Printing Services

Good Afternoon Mr. Delaney,

Today, May 26, 2016 you submitted a bid response to Bid#015-15-16 for Utility and Parking Bills Printing Services. You were not the low bidder, but you met the qualifications as outlined in the Local Business Enterprise (LBE) Preference Policy. The lowest responsive and responsible bid was \$1,388,613.16 and according to the policy, the LBE bidder shall be offered the opportunity to accept the contract award at the same dollar amount bid by the lowest non-Local Business Enterprise bidder. Would you like to accept this opportunity? Please let me know by 10:00 AM Friday, May 27, 2016. Thank you and have a good afternoon.

Regards,



LaWana Robinson-Lee, CPPO, CPPB Senior Buyer

Purchasing Division

1136 Washington Street, Columbia, SC 29201

Phone: 803-545-3469

Fax: 803-733-8408

www.columbiasc.net

CITY OF COLUMBIA
PURCHASING DIVISION

Memorandum

To: Ms. Teresa Wilson, City Manager

CC: Mr. Jeff Palen, Chief Financial Officer and ACM
Mr. Terence Murchison, Sr., Chief Information Officer
Ms. Carmen Flemming, Senior Business System Analyst
Ms. Angela Adams, Customer Service Center Director

From: Sandra A. Wright, CPPB, Purchasing Agent 
Purchasing Division

Date: June 2, 2016

Subject: Utility and Parking Bill Printing, Postage and Archiving Services

The proposed award for the above referenced services is recommended for approval to be awarded to Laser Print Plus, a certified Local Business Enterprise (LBE). The recent invoking of the local LBE preference resulted in a price match by a certified LBE and subsequently our recommendation to award this procurement to a local vendor vs. the out-of-state competitor (low bidder). The price match was fairly significant at \$43,624.04 and met the 5% LBE requirement so we wanted to bring this procurement to your attention.

Also, the proposed awardee, Laser Print Plus, is the incumbent and has provided outstanding service to the City under the current agreement for the services outlined herein. It is my understanding that if this was awarded to another vendor, the cost to the city would have been significantly increased. The initial set-up, transfer costs and many other steps needed to ensure compliance compatibility would have resulted in a higher cost due to upfront expenses required by the City in both staffing and other resources.

Although the current vendor has successfully provided the services needed for several years, it was and still is our duty as good stewards of taxpayer dollars to release a new procurement to further check the market and ensure that the prices are competitive with other suppliers cost for similar services. We will continue to do our due diligence as we all work together and further promote the use of local and also historically underutilized disadvantaged businesses in accordance with established guidelines, goals and objectives.

In closing and based on the six (6) bids received, we were pleased that we have received sufficient competition and would like to proceed with this award to Laser Print Services for an initial term of three years with two additional annual options. Thanking you in advance for your time, consideration and approval of this procurement request. If you have any further questions regarding this request, please do not hesitate to contact us at (803) 545-3470. SAW