COUNTY AGENDA REQUEST

Department:	Water System	Presenter(s):	Tony Parrott
Meeting Date:	Thursday, May 24, 2012	Type of Request:	Consent

Wording for the Agenda:

Approval of staff's recommendation to award Bid #826 Water Bills and Envelopes Printing to both If Its Printed! in the amount of $4,991.25 for water bill forms, and to Mac Paper Converters in the amount of $13,340.13 for envelopes, at an aggregate amount of $18,331.38, and to authorize the Chairman to sign any agreements contingent upon the County Attorney's review.

Background/History/Details:

Every month, the Fayette County Water System prints approximately 30,000 water bills and mails them to its customers.

The recommended bid is for printing 363,00 water bill forms, 363,000 #10 special window envelopes, 369,000 #9 regular envelopes, and 50,000 #10 window envelopes. Due to their volume, these water bill forms and envelopes will be delivered to the Water System in three shipments over the course of the year.

The low bidder for the water bill forms was J.J. Collins Printers, however, they could not hold firm on their price after June 3, 2012. The second lowest bidder was Level One, but they did not include inside delivery charges. The third lowest bidder was Envelopes and Forms, Inc., however quality and service issues have been experienced in the past. Therefore, the recommended bidder is If Its Printed!

All of the requested envelopes are requested to be provided by Mac Paper Converters. Mac Paper Converters was the low bidder for the #10 window envelopes. Envelopes and Forms, Inc. and Husky Envelope were the lowest and second lowest bidders, respectively, for both the #10 special window envelopes and #9 regular envelopes. Envelopes and Forms, Inc., as noted above, has had service issues in the past, and Husky Envelopes could not hold firm on their bid price after September 30, 2012.

What action are you seeking from the Board of Commissioners?

Approval of staff's recommendation to award Bid #826 Water Bills and Envelopes Printing to both If Its Printed! in the amount of $4,991.25 for water bill forms, and to Mac Paper Converters in the amount of $13,340.13 for envelopes, at an aggregate amount of $18,331.38, and to authorize the Chairman to sign any agreements contingent upon the County Attorney's review.

If this item requires funding, please describe:

Funding is available in the Water System's Office Supply budget.

Has this request been considered within the past two years?	No	If so, when?	
Is Audio-Visual Equipment Required for this Request?*	No	Backup Provided with Request?	Yes

**** All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.***

Approved by Finance	Yes	Reviewed by Legal	Yes
Approved by Purchasing	Yes	County Clerk's Approval	Yes
Administrator's Approval	Yes		

Staff Notes:

Invitations to bid were mailed directly to 23 vendors. This invitation was also extended through Fayette Daily News, the county's website, Georgia Local Government Access Marketplace (www.glga.org), and Channel 23. Ten contractors responded to the invitation to bid.

Fayette County GEORGIA

Where Quality Is A Lifestyle

To: Jack Krakeel

From: Ted L. Burgess

Date: May 8, 2012

Subject: Bid #826 – Water Bills and Envelopes

The Purchasing Department issued Invitation to Bid #826 for the purchase of 363,000 water bill forms; 363,000 #10 special window envelopes; 369,000 #9 regular envelopes; and 50,000 #10 window envelopes. Due to the volume involved, the water bills and envelopes are to be delivered to the Water System in three shipments over the next year.

Invitations were direct-mailed to 23 vendors. In addition, invitations were extended via the Fayette News, the county website, Georgia Local Government Access Marketplace (www.glga.org), and Channel 23. Ten contractors responded to the invitation to bid (please see the attached spread sheet).

Water Bill Forms:
For the water bill forms, J.J. Collins Printers submitted the apparent lowest price. They stated, however, that they would hold the price firm only until June 3, 2012. The apparent second-lowest bid, from Level One, did not include inside delivery charges, which is important because the Water System facility does not have a loading dock. The third-lowest bid was from Envelopes & Forms, Inc., which has previously had quality and service issues with the Water System. The Water System recommends awarding the water bill forms to If Its Printed!.

Envelopes:
Envelopes and Forms, Inc. was apparent the low bidder for #10 special window envelopes and #9 regular envelopes. However, past vendor issues were reported as stated above. Husky Envelope was the apparent second-lowest bidder for #10 special window envelopes and #9 regular envelopes, but they would only hold their prices firm until September 30, 2012.

Mac Paper Converters was the next- lowest bidder for #10 special window envelopes and #9 regular envelopes. They were the lowest bidder for #10 window envelopes. The Water System recommends awarding all three envelope types to Mac Paper Converters.

Based on the bid stipulations and exclusions, and the other issues stated above, I support the Water System's recommendations.

Attachment

BID: #826 WATER BILL & ENVELOPE PRINTING
OPENING DATE: 3:00PM, TUESDAY, APRIL 3, 2012

COMPANY NAME	WATER BILL (363,000)	#10 SPECIAL WINDOW ENV. (363,000)	#9 REG ENV. (369,000)	#10 WINDOW ENV. (50,000)	TOTAL BID PRICE
EDGETHON CORP DBA TAMPA ENVELOPE	No Bid	$7,568.55	$6,162.30	$1,042.50	$14,773.35
ENVELOPES & FORMS, INC., DBA "SUREBILL"	$4,850.00	$5,576.00	$4,559.00	$800.00	$15,785.00
HARRIS FORMS	$5,844.30	$9,528.75	$7,361.55	$1,612.50	$24,347.10
HEIMLICH BUSINESS SOLUTIONS INC. DBA HB SOLUTIONS	$6,058.47	$9,100.00	$7,688.93	$1,304.00	$24,151.40
HUSKY ENVELOPE	$6,650.16	$6,759.06	$4,623.57	$931.00	$18,963.79
IF ITS PRINTED!	$4,991.25	$8,105.79	$6,693.66	$1,027.50	$20,818.20
J.J. COLLINS PRINTERS	$4,395.93	No Bid	No Bid	No Bid	$4,395.93
LEVEL ONE	$4,846.05	$7,459.65	$5,405.85	$1,027.50	$18,739.05
MAC PAPER CONVERTERS	$6,860.70	$7,452.39	$5,335.74	$552.00	$20,200.83
THE PRINTING CO-OP	$5,437.74	$9,423.48	$7,664.13	$1,395.00	$23,920.35

Water Bill:

J.J. Collins Printers: They would hold bid price firm only until June 3, 2012.
Level One: States bid prices do not include inside delivery charges. They also state their prices may change if estimated quantities vary.
Envelopes & Forms, Inc (DBA Surebill): The Water System reports previous quality and service issues with this vendor.

Window Envelopes & #9 regular envelopes:

Envelopes & Forms, Inc (DBA Surebill): The Water System reports previous quality and service issues with this vendor.
Husky Envelope: They would hold bid price firm only until September 30, 2012.