



# City of Denton

City Hall  
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## AGENDA INFORMATION SHEET

**DEPARTMENT:** Materials Management

**ACM:** Mario Canizares

**DATE:** August 1, 2017

**SUBJECT**

Consider a recommendation to the City Council to adopt an ordinance rejecting any and all competitive proposals for RFP 6426-Printing Services for the City of Denton; and providing an effective date.

**RFP INFORMATION**

On March 30, 2017, the City of Denton issued a Request for Proposals (RFP) 6426 on behalf of the City Manager's Office (CMO) to solicit proposals for the printing services currently being performed by the City's Reprographics Division. The RFP Scope of Work included pricing per impression for the City's current volume, the offset printing currently being outsourced to multiple vendors, and an option for on-site operation of the City's print shop and equipment. The range of options in the pricing structured allowed staff to analyze different service delivery methods and make a recommendation that would be the best value for the City. Responses were due by Tuesday, May 16, 2017.

Five (5) responses were received for RFP 6426 including pricing from the City's Reprographics Division. **Exhibit 1** includes a five (5) year analysis of the respondent's submittals. . The current Reprographics Division staffing model (titled as Reprographics Status Quo) was competitive with other vendors. Their Year 1 cost was the lowest; however, over a five (5) year analysis, it was \$97,131 more than the lowest external respondent. The cost for the City's lease on printing equipment through September 2018 is accounted for in the analysis.

The lowest cost option would be for the City to continue to have an in-house reprographics operation, but to reduce the staffing level down from two (2) employees to one (1) employee (titled as Reprographics Reduction). However, the impact on operations and capacity for one (1) person to perform the work is unknown. City staff would like to implement a time-tracking system and analyze the department's current allocation of time and charge back methods, as well as other possible functions that can be brought in to the Reprographics Division in order to leverage additional staffing capacity. Therefore, staff is requesting that City Council reject all proposals received at this time. Staff will review the division's current work load and explore opportunities to leverage available time for other projects or functions within the city over the next three (3) months or revisit if an alternative staffing model should be implemented.

**RECOMMENDATION**

Reject all proposals for RFP 6426.

## **ESTIMATED SCHEDULE OF PROJECT**

Staff will review the division's current work load and explore opportunities to leverage available time for other projects within the city over the next three (3) months.

## **FISCAL INFORMATION**

Reprographics Division has been budgeted for FY2017/2018.

## **STRATEGIC PLAN RELATIONSHIP**

The City of Denton's Strategic Plan is an action-oriented road map that will help the City achieve its vision. The foundation for the plan is the five long-term Key Focus Areas (KFA): Organizational Excellence; Public Infrastructure; Economic Development; Safe, Livable, and Family-Friendly Community; and Sustainability and Environmental Stewardship. While individual items may support multiple KFAs, this specific City Council agenda item contributes most directly to the following KFA and goal:

**Related Key Focus Area:   Organizational Excellence**  
**Related Goal:               1.1 Manage financial resources in a responsible manner**

## **EXHIBITS**

Exhibit 1: Agenda Information Sheet  
Exhibit 2: Five (5) Year Printing Service Analysis  
Exhibit 3: Ordinance

Respectfully submitted:  
Galen Gillum, 349-7656  
Director of Capital Projects

For information concerning this acquisition, contact: Sarah Kuechler, 349-8356  
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