

## Memorandum

To: Honorable Mayor Shetter and members of the Burleson City Council

From: Sandy Bradley, Purchasing Agent

Date: September 21, 2009

Subject: Renew the contract for Newsletter Distribution, ITB 2009-004 with Nixin Printing & Mailing.

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### **Council Action Requested:**

Approve the contract renewal for Burleson Progress Newsletter Distribution, ITB 2009-004 with Nixin Printing & Mailing for one (1) year beginning October 15, 2009 through October 14, 2010.

### **Background Information:**

This bid is for the distribution of the bi-monthly newsletter "Burleson Progress Report" This is the first renewal option with one additional option remaining. The contract was originally awarded October 9, 2008. Prices are to remain firm.

### **Board/Citizen Input:**

N/A

### **Financial Considerations:**

Funds are budgeted in 001-1099-419-3501 & 401-1041-512-3501.

### **Attachments:**

Renewal letter

Original AIP

### **Staff Contact:**

Sandy Bradley, Purchasing Manager  
817-426-9653  
[sbradley@BurlesonTx.com](mailto:sbradley@BurlesonTx.com)

September 21, 2009  
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Sandy Bradley, CPPB  
Purchasing Manager  
141 West Renfro  
Burleson, Texas 76028  
817-426-9653  
817-426-9368

August 31, 2009

Nixin Printing & Mailing  
Attn: Rick Garner  
3205 May Street  
Fort Worth, Texas 76110

Re: ITB 2009-004 Newsletter Distribution

Dear Rick,

The current contract for ITB 2009-004 Newsletter Distribution ends October 14, 2009. Per the bid documents this contract may be renewed with the approval of both parties. Pending City Council approval and your agreement to renew the contract, the renewal option will begin October 14, 2009 to October 15, 2010. This is the first renewal option on this contract.

Per the bid document:

**Page 14, V. A. Award Status:**

The City of Burleson (hereby known as the City) intends to issue a one-year award. The City shall have the option of extending this contract, subject to approval of funding and review of the service provided by the Contractor, for two (2) additional one (1) year terms to be extended one (1) year at a time. The City reserves the right to not renew with vendors who have responded poorly to the requirements of this bid during any given term of this agreement.

This action does not require specific City Council approval, provided the City Council has appropriated sufficient funds to satisfy the City's obligation during the renewal term. Contracts are extended upon mutual agreement of both Vendor and the City.

When returning this renewal, please submit evidence of required insurance on a original ACCORD certificate not later than ten (10) working days following notification of intent to renew. Failure to submit the required document(s) may result in rescinding the award.

Sincerely,

A handwritten signature in black ink that reads "Sandy Bradley". The signature is written in a cursive, flowing style.

Sandy Bradley  
Purchasing Agent

I agree to the renewal of this contract. X

I do not wish to renew this contract. \_\_\_\_\_

Rick Garner  
Rick Garner

Nixin Printing & Mailing

9-8-09

Date

September 21, 2009  
1M - 3

October 9, 2008  
1K-1

## Memorandum

To: Honorable Mayor Shetter and members of the Burleson City Council  
From: Sandy Bradley, Purchasing Agent  
Date: October 9, 2008  
Subject: Award the annual contract for Newsletter Distribution to Nixin Printing, Mailing & So Much More! (ITB 2009-004).

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**Council Action Requested:** Council is requested to award the annual contract for Newsletter Distribution to Nixin Printing, Mailing & So Much More! (ITB 2009-004).

### **Background Information:**

The Purchasing Department opened bids for ITB 2009-004 on September 19, 2008 at 2:00 p.m. at City Hall. Bids were sent to all vendors registered to do business with the City of Burleson for this commodity. Three (3) bids were received.

This bid is for the distribution of the bi-monthly newsletter "Burleson Progress Report". The contract has an option to be extended for two additional one year terms provided the City Council has appropriated sufficient funds to satisfy the City's obligation during the renewal term. Contracts are extended upon mutual agreement of both Vendor and the City.

**Board/Citizen Input:**  
N/A

### **Financial Considerations:**

Funds are budgeted in 001-1099-419-3501 & 401-1041-512-3501.

### **Attachments:**

Bid Tabulation

### **Staff Contact:**

Sally Ellertson  
817-447-5400 ext 286  
[sellertson@burlesontx.com](mailto:sellertson@burlesontx.com)

Sandy Bradley, Purchasing Agent  
817-447-5400 ext. 279  
[sbradley@burlesontx.com](mailto:sbradley@burlesontx.com)

ITB 009-004  
Newsletter Distribution for the "Burleson Progress Report"

Description	Nixin Printing & Mailing	Metro Mailer	GM Direct Inc.
<b>Total Turn Key Cost (to including the rental of one consumer and one business list in the zip-codes specified, the addition of supplemental addresses and the de-duping of the list.</b>	Cost per Copy $.0392 \times 23,000 \times 6 =$ \$5,409.60	Cost per copy $.040 \times 23,000 \times 6 =$ \$5,520.00	Cost per copy $.1001 \times 23,000 \times 6 =$ \$13,813.80
<b>Total for one newsletter issue distribution, which does not require and update of either mailing list.</b>	Cost per Copy $.0326 \times 23,000 \times 6 =$ \$4,498.80	Cost per Copy $.035 \times 23,000 \times 6 =$ \$4,830.00	Cost per copy $.055 \times 23,000 \times 6 =$ \$7,590.00