



# City of Austin

## Recommendation for Action

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File #: 26-2741, Agenda Item #: 28.

1/22/2026

### **Posting Language**

Authorize a contract for custom signs, clings, banners, miscellaneous signs, and installation services for all City departments with Thomas Reprographics Inc. dba Thomas Printworks dba Thomas Reprographics, for an initial term of two years with up to three 1-year extension options in an amount not to exceed \$10,430,400. Funding: \$1,564,560 is available in the Operating Budgets of various City departments. Funding for the remaining years of the contract is contingent upon available funding in future budgets.

### **Lead Department**

Austin Financial Services.

### **Client Department(s)**

All City Departments.

### **Fiscal Note**

Funding in the amount of \$1,564,560 is available in the Fiscal Year 2025-2026 Operating Budgets of various City Departments.

Funding for the remaining contract term is contingent upon available funding in future budgets.

### **Procurement Language:**

Austin Financial Services issued a Request for Proposals solicitation RFP 5000 JRN3047 for these goods and services. The solicitation was published on July 14, 2025, and closed on August 21, 2025. Of the five offers received, the proposal submitted by the recommended contractor represented best value to the City based on the solicitation's evaluation criteria. A complete solicitation package, including a log of offers received, is available for viewing on the City's website. This information can currently be found at:  
[https://financeonline.austintexas.gov/afo/account\\_services/solicitation/solicitation\\_details.cfm?sid=142732](https://financeonline.austintexas.gov/afo/account_services/solicitation/solicitation_details.cfm?sid=142732).

### **MBE/WBE:**

This solicitation was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9B (Minority-Owned and Women-Owned Business Enterprise Procurement Program). For the goods and services required for this solicitation, there were no subcontracting opportunities; therefore, no subcontracting goals were established.

### **For More Information:**

Direct questions regarding this Recommendation for Council Action to the Austin Financial Services - Central Procurement at: [FSDCentralProcurementRCAs@austintexas.gov](mailto:FSDCentralProcurementRCAs@austintexas.gov) or 512-974-2500. Respondents to the solicitation and their Agents should direct all questions to the Authorized Contact Person identified in the solicitation.

### **Additional Backup Information:**

The contract will provide commercial interior and exterior custom signs, clings, banners, various other sign fabrication, and installation services. These signs play an important role in helping clients and employees

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navigate both inside and outside of City facilities. This effort supports the City's goal to secure, enhance, and grow its business while creating a safe and welcoming environment.

This contract replaces a contract expiring on April 6, 2026. Requested authorization is based on historical spending and departmental estimates of future needs. The recommended contractor is the current provider of these services.

An evaluation team with expertise in this area evaluated the offers and scored Thomas Reprographics Inc dba Thomas Printworks dba Thomas Reprographics as the best to provide these services based on representative sample, proposed solution & program, portfolio, prior experience, price proposal, local business preference, and small business preference.

If a contract is not secured, City facilities may be unable to provide safe and effective navigation for employees and patrons, potentially leading to confusion and safety concerns.

**Contract Details:**

Contract Term	Length of Term	Contract Authorization
Initial Term	2 years	\$4,172,160
Optional Extension 1	1 year	\$2,086,080
Optional Extension 2	1 year	\$2,086,080
Optional Extension 3	1 year	\$2,086,080
<b>Total</b>	<b>5 years</b>	<b>\$10,430,400</b>

**Note:** Contract Authorization amounts are based on the City's estimated annual usage.