



City of Austin

Recommendation for Action

File #: 26-1264, **Agenda Item #:** 26.

3/26/2026

Posting Language

Authorize three contracts for flat sheet printing and bulk mail services for all City departments with ARC Document Solutions LLC d/b/a ARC Texas; Perry Office Products, Inc. d/b/a Perry Office Plus; and Copy Craft Printers Inc. d/b/a Slate Group, each for an initial term of one year with up to four-one year extension options in amounts not to exceed \$12,793,000, divided among the contractors. Funding: \$1,170,500 is available in the Operating Budgets of all City departments. Funding for the remaining contract term 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 \$1,170,500 is available in the Fiscal Year 2025-2026 Operating Budgets of all City departments.

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

Procurement Language:

Multiple contractors within this cooperative purchasing program were reviewed for these services. Austin Financial Services has determined these contractors best meet the needs of the City to provide these services required for the City.

MBE/WBE:

Cooperative Agreement contracts are exempt from the City Code Chapter 2-9B (Minority-Owned and Women-Owned Business Enterprise Procurement Program); therefore, no subcontracting goals were established.

For More Information:

Direct questions regarding this Recommendation for Council Action to Austin Financial Services - Central Procurement at FSDCentralProcurementRCAs@austintexas.gov or 512-974-2500.

Additional Backup Information:

The contracts will provide the City with comprehensive printing and bulk mail services in support of the communications, outreach, and operational needs of various City departments. The services will include, but are not limited to, the printing and delivery of public notices, newsletters, informational flyers, voting materials, stickers, posters, brochures, envelopes, and booklets. The contractors will use sustainable products such as recycled paper, Energy-Star certified printing equipment, and low-volatile organic compound inks in the printing process whenever possible.

These contracts will replace contracts expiring April 11, 2026 and January 26, 2028. Perry Office Products,

Inc. d/b/a Perry Office Plus is woman-owned and previously a State of Texas Historically Underutilized Business certified business. ARC Document Solutions LLC d/b/a ARC Texas is a nationally certified Minority Business Enterprise, recognized by the National Minority Supplier Development Council.

The BuyBoard cooperative purchasing association is recognized under Texas procurement statutes. Cooperative associations, themselves or using a lead government, competitively solicit and award contracts that are eligible for use by other qualified state and local governments. Due to their substantial volumes, larger than any one government could achieve independently, cooperative contracts routinely include superior terms, conditions, and pricing. Use of cooperative contracts also results in lower administrative costs and time savings.

If this is not approved, the City would risk disruptions in scheduled public communications, regulatory notices, and distribution of internal operational materials. Departments may need to rely on short-term or decentralized alternatives, potentially increasing administrative burden, turnaround times, and cost.

Contract Details:		
Contract Term	Length of Term	Contract Authorization
Initial Term	1 year	\$2,341,000
Optional Extension 1	1 year	\$2,625,000
Optional Extension 2	1 year	\$2,479,000
Optional Extension 3	1 year	\$2,751,000
Optional Extension 4	1 year	\$2,598,000
Total	5 years	\$12,793,000

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