

## AGENDA



Thursday, October 11, 2007

**Purchasing Office  
RECOMMENDATION FOR COUNCIL ACTION**
**Item No. 54**

**Subject:** Authorize award and execution of a contract with MIDWEST FOLDING PRODUCTS, Chicago, IL, for the purchase of rolling transport carts to carry folding tables for the Austin Convention Center in an amount not to exceed \$89,582.10.

**Amount and Source of Funding:** Funding is available in the 2007-2008 Operating Budget of the Austin Convention Center Department.

**Fiscal Note:** There is no unanticipated fiscal impact. A fiscal note is not required.

**For More Information:** Sydney Ceder, Sr. Buyer, 974 2035

**Purchasing Language:** Lowest bid of two bids received.

**MBE/WBE:** This contract will be awarded in compliance with Chapter 2-9D of the City Code (Minority-Owned and Women-Owned Business Enterprise Procurement Program). No subcontracting opportunities were identified; therefore, no goals were established for this solicitation.

This contract is for the purchase of 135 various sized table transport carts for the Austin Convention Center Department. These transport carts are designed to carry tables ranging in size from 66" round tables to 30" X 96" rectangular tables. Each cart can carry between 10 and 28 tables at a time, depending on the sizes and total weight.

Currently, the Austin Convention Center is using wooden pallets and a forklift to transport tables to different areas of the Convention Center. The purchase of these transport carts will make moving tables much easier and faster.

MBE/WBE Solicited: 0/0

MBE/WBE Bid: 0/0

**PRICE ANALYSIS**

- a. Adequate competition.
- b. Fourteen notices were sent. There are no known MBEs/WBEs available for this commodity. Two bids were received.
- c. This is the first purchase of its type; therefore, there is no pricing history available.

**APPROVAL JUSTIFICATION**

- a. Lowest bid received.
- b. The Purchasing Office concurs with the Austin Convention Center Departments's recommended award.
- c. Advertised in the Austin American-Statesman and on the Internet.