

## AGENDA



Thursday, April 10, 2008

**Purchasing Office  
RECOMMENDATION FOR COUNCIL ACTION****Item No. 41**

**Subject:** Authorize award and execution of a 36-month requirements service contract with UNIQUE MANAGEMENT SERVICES, INC., Jeffersonville, IN, for the collection of overdue library materials, fines, and fees in an estimated amount not to exceed \$225,540, with three 12-month extension options in an estimated amount not to exceed \$75,180 per extension option, for a total estimated contract amount not to exceed \$451,080.

**Amount and Source of Funding:** Funding in the amount of \$43,855 is available in the Fiscal Year 2007-2008 Operating Budget of the Library Department. Funding for the remaining 29 months of the original contract period and extension options is contingent upon available funding in future budgets.

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

**For More Information:** Sydney Ceder, Senior Buyer/974-2035

**Purchasing Language:** Best evaluated bid of two bids received.

**MBE/WBE:** This contract will be awarded in compliance with Chapter 2-9C 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 will establish a service agreement for the collection of overdue library fines, fees, and materials. Accounts with an outstanding balance of \$25 and dating from 56 to 90 days old will be referred. Up to 700 accounts with an estimated unpaid balance of approximately \$40,000 will be referred to Unique Management each month. Unique Management charges a flat per unit fee of \$8.95 per referred account. Annual cash collection is estimated at \$100,000 and annual material recovery is estimated at \$95,000.

Annual fees for the contract are estimated not to exceed \$75,180. The agreement contains a guarantee of "revenue neutrality", which guarantees that collection fees charged on referred accounts will not exceed the revenue collected. Unique Management performs an important service for the Library Department by increasing the collection of overdue funds due to the City, and also aids in the recovery of library material for the department. Recovery of materials is critical to the Library by reducing the cost of replacing lost material. Since the contract's initial inception in June 2004, more than \$360,000 in cash and \$300,000 in library materials have been recovered compared to approximate expenditures of \$274,689

MBE/WBE solicited: 0/0

MBE/WBE bid: 0/0

**PRICE ANALYSIS**

- a. Adequate competition.
- b. Seventy-six notices were sent. There are no known MBEs/WBEs available for this service. Two bids were received.
- c. The pricing offered represents no change from the last contract award in June 2004.

**APPROVAL JUSTIFICATION**

- a. Best evaluated bid received. The recommended vendor is the current provider of these services.
- b. The Purchasing Office concurs with the Library Department's recommended award.
- c. Advertised in the Austin American-Statesman and on the Internet.