

AGENDA



Thursday, July 24, 2008

**Purchasing Office
RECOMMENDATION FOR COUNCIL ACTION****Item No. 70**

Subject: Authorize award and execution of four 36-month requirements service contracts with NORRIS CONFERENCE CENTERS, Houston, TX; SHERATON AUSTIN HOTEL, Austin, TX; HYATT REGENCY AUSTIN, Austin, TX; and the HILTON AUSTIN AIRPORT, Austin, TX, for conference services and facility rental in an estimated amount not to exceed \$795,000 each and combined, with three 12-month extension options in an estimated amount not to exceed \$265,000 per extension option, each and combined, for a total estimated contract amount not to exceed \$1,590,000, each and combined.

Amount and Source of Funding: Funding in the amount of \$44,166 is available in the Fiscal Year 2007-2008 Operating Budgets of various City departments. Funding for the remaining 34 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: Lynn Mueller, Contract Compliance Manager, 972-4013

Purchasing Language: Four best-value bids of six 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.

These contracts will provide access to conference services, event planning, and facility rental for various City departments responsible for hosting training events, conferences, symposiums, and other large community gatherings. These type facilities are periodically required throughout the year to provide space that is otherwise unavailable from a City facility for employee recognition events, vendor demonstrations, management retreats, and regional conferences.

These contracts are to be awarded on a geographical basis. One facility in each of the four identified quadrants was evaluated as providing the best value to the City. The bids received were evaluated on rental rates for meeting rooms and banquet space, sample menus, parking costs, proximity to I-35, room rate discounts, and other additional services and products.

Scheduling of a facility will be based on location and type of space and services needed for each individual request and will be reserved on the vendor's ability to meet those needs and availability at the time needed. Use of this contract will be on an as-needed basis and will be restricted to budgeted funds. These contracts will eliminate the need for doing spot bids each time a facility is needed and will provide volume discount pricing.

MBE/WBE Solicited: 0/0 MBE/WBE Bid: 0/0

PRICE ANALYSIS

a. Adequate competition

b. Twenty-eight notices were sent. There are no known MBE/WBEs available for these services. Six bids were received.

c. This is the first purchase of its type; therefore, there is no pricing history available.

APPROVAL JUSTIFICATION

a. Best evaluated bids received.

b. The Purchasing Office concurs with the various City Departments' recommended award.

c. Advertised in the Austin American-Statesman and on the internet.