

## AGENDA



Thursday, August 21, 2008

**Purchasing Office  
RECOMMENDATION FOR COUNCIL ACTION**
**Item No. 27**

**Subject:** Authorize award and execution of a 36-month requirements service contract with SILVIA B. KENIG, INC., Austin, TX, (MWB) for Spanish language interpretation services at the Municipal Court in an estimated amount not to exceed \$1,802,400, with three 12-month extension options in an estimated amount not to exceed \$600,800 per extension option, for a total estimated contract amount not to exceed \$3,604,800.

**Amount and Source of Funding:** Funding in the amount of \$50,067 is available in the Fiscal Year 2007–2008 Operating Budget of the Municipal Court Department. Funding for the remaining 35 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:** Michael L. Simms, Sr., Buyer II/512-974-9140

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

This contract is for Spanish language interpreter services which requires performing translation services. The following interpreter services shall be provided: 1) At Municipal Court and the Downtown Austin Community Court (DACC). Licensed Spanish interpreter services shall be provided for all civil or criminal proceedings upon request of the defendant or witness or as requested by judges in accordance with Section 57.002 of the Government Code. This service shall include proper and accurate interpretation of proceedings by a court interpreter at hearings, appearance dockets, bench trials and jury trials. Services are generally required from 8:30 a.m. to 10:00 p.m. Monday through Thursday and from 8:00 a.m. to 10:00 p.m., Monday through Friday. 2) At the Central Booking Facility. Licensed Spanish interpreter services shall be provided for all magistration and/or arraignment services provided at the Travis County Central Booking facility in accordance with the Interlocal Agreement with Travis County and Attorney General Opinion JC-0584. Some of these services will be provided via telephone. Services are required 24 hours per day/7 days per week. 3) Miscellaneous Interpretation/Translation services. These are miscellaneous translation services needed by the Court for documents and other materials, as well as for miscellaneous interpreting services such as for City Council meetings (upon request).

The Contractor and their interpreters providing these services will be Licensed Court Interpreters by the Texas Commission of Licensing and Regulations. An Invitation for Bid, Best Value method was used for this solicitation. Recommendation was based on evaluation criteria including cost, education, and experience. The City's evaluation team recommended Silvia B. Kenig, Inc. as the best bidder bringing the greatest value to the City and the lowest price.

MBE/WBE solicited: 17/3

MBE/WBE bid: 0/1

**PRICE ANALYSIS**

a. Adequate competition.

- b. One hundred ten notices were sent, including 17 MBEs and three WBEs. Seven bids were received, with one response from the MBEs. No response from the WBEs.
- c. The pricing offered represents a 27% increase to the last contract award made in June 2004. This increase can be attributed to the increase in the hours required of the contractor since this contract requires service availability 24 hours per day/seven days per week.

APPROVAL JUSTIFICATION

- a. Lowest and best bid received meeting specifications.
- b. The Purchasing Office concurs with Municipal Court's recommended award
- c. Advertised in the Austin American-Statesman and on the Internet.