

AGENDA



Thursday, September 25, 2008

**Purchasing Office
RECOMMENDATION FOR COUNCIL ACTION**

Item No. 62

Subject: Authorize award and execution of a 36-month requirements contract with ASSOCIATES MOVE & INSTALL, L.L.C., Austin, TX (MBE) for record storage containers in an estimated amount not to exceed \$234,000, with three 12-month extension options in estimated amounts not to exceed \$81,900 for the first extension option, \$85,995 for the second extension option, and \$90,295 for the third extension option, for a total estimated contract amount not to exceed \$492,190.

Amount and Source of Funding: Funding in the amount of \$78,000 is available in the Fiscal Year 2008–2009 Operating Budget of the Office of the City Clerk. Funding for the remaining 24 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: Mary Quintero-Herrera, Senior Buyer/974-3266.

Purchasing Language: Lowest bid meeting specifications of three 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 establishes a reliable source for the City-wide annual supply of records storage containers including boxes, map tube storage boxes, and archive bags for large construction plans.

The contract provides standard size boxes and bags meeting industry standards for the safety and security of City records. The contractor is required to keep on hand a set amount of each type of containers to deliver to all City locations on an as needed basis.

The major using departments are Financial and Administrative Services, Watershed Protection Development and Review, Austin Police, Austin Energy, Austin Water Utility, Austin Fire, and Human Resources.

MBE/WBE solicited: 1/5

MBE/WBE bid: 1/0

PRICE ANALYSIS

- a. Adequate competition.
- b. Twenty-eight notices were sent, including one MBE and five WBEs. Three bids were received, with a response from the MBE.
- c. The pricing offered represents a 26 % increase to the last contract award in April 2005. This increase is attributed to the rise in costs for transportation.

APPROVAL JUSTIFICATION

- a. Lowest bid received meeting specifications. Associated Move & Install is not the current provider of these products.
- b. The Purchasing Office concurs with the Office of the City Clerk's recommended award.

c. Advertised in the Austin American-Statesmen and on the Internet.