

AGENDA



Thursday, September 25, 2008

**Purchasing Office
RECOMMENDATION FOR COUNCIL ACTION**

Item No. 72

Subject: Authorize award and execution of a 36-month requirements service contract with JESSIE LEE COBURN, Austin, TX, for court reporting services at the Municipal Court in an estimated amount not to exceed \$526,626, with three 12-month extension options in estimated amounts not to exceed \$193,382 for the first extension option, \$203,051 for the second extension option, \$213,203 for the third extension option, for a total estimated contract amount not to exceed \$1,136,262.

Amount and Source of Funding: Funding in the amount of \$167,050 is available in the Fiscal Year 2008–2009 Operating Budget of the Municipal Court Department. 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: Rosemary Ledesma, Supervising Sr. Buyer /512-974-2011.

Purchasing Language: Sole bid received.

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 court reporting services to ensure the timely presence of a qualified court reporter for the orderly preservation of testimony and other evidence at the Austin Municipal Court and the Downtown Austin Community Court (DACC). It is also necessary to prepare records for appeals to the County Court at Law upon request.

The following court reporting services shall be provided:

- 1) Court reporters licensed by the State of Texas shall provide for the preservation of testimony and other evidence.
- 2) The days, times, frequency, and location of court proceedings are subject to change but are generally required between 8:30 AM and 10:00 PM, Monday through Friday at Austin Municipal Court and DACC.
- 3) The court reporter shall provide copies of a transcript within 60 days of the request for the transcript.

An Invitation for Bid, Best Value was used for this solicitation. Jessie Lee Coburn, the City's current vendor for Court Reporting services was the sole bidder. Recommendation was based on evaluation criteria including cost, experience, and education and training. The City's evaluation team recommended the award to Jessie Lee Coburn as bringing value to the City at a reasonable price.

MBE/WBE solicited: 2/3

MBE/WBE bid: 0/1

PRICE ANALYSIS

- a. Sole bid received. Other potential bidders were contacted and no responses were received. Jessie Lee Coburn has provided court reporting services to the Municipal Court for over 10 years and the department has been satisfied with the vendor's performance.
- b. Twenty-six notices were sent, including two MBEs and three WBEs. One bid was received, with no response from the MBE/WBEs.
- c. The pricing offered represents a 23% increase to the last contract award made in June 2004. The new contract includes a large increase in the number of court dockets and hours required to perform these services.

APPROVAL JUSTIFICATION

- a. Sole bid received. Jessie Lee Coburn is the current provider of these services
- b. The Purchasing Office concurs with Municipal Court's recommended award.
- c. Advertised in the Austin American-Statesman and on the Internet.