

## A G E N D A



## Recommendation for Council Action (Purchasing)

Austin City Council	Item ID:	7566	Agenda Number	57.
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Meeting Date:	July 28, 2011
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Department:	Purchasing
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## Subject

Authorize award and execution of a contract through the Texas Multiple Award Schedule (TXMAS) Cooperative Purchasing with ADVANCE OFFICE SYSTEMS, INC., Austin, TX, for the purchase and installation of office systems in an estimated amount not to exceed \$135,470.94.

## Amount and Source of Funding

Funding is available in the Fiscal Year 2010-2011 Capital Budget of the Financial and Administrative Services Department, Building Services Division.

## Fiscal Note

A fiscal note is attached.

Purchasing Language:	Cooperative Purchase
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Prior Council Action:	
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For More Information:	Lupe Cruz, Buyer I/974-9142
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Boards and Commission Action:	
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MBE / WBE:	The Cooperative Purchase is exempt from the MBE/WBE Ordinance. This exemption is in compliance with Chapter 2-9[D] 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 contract.
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Related Items:	
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### Additional Backup Information

This contract will provide for two specialized mylar plan set storage units.

The Development Assistance Center (DAC) archives all approved record-set site plan mylars. The approved site plans dating from 1969 to present are currently stored in 38 metal plan storage tubs. Of the 38 tubs, 23 currently hold approved plans from 1999 to the present. An average of two additional tubs are needed for each year of plans to be stored. Current floor space limitations will restrict the addition of more plan storage tubs in the building space allocated to DAC Research, and 2 of the plan storage tubs are currently located in the public customer waiting area adjacent to the document sales counter.

The purchase consists of two units (12'h x 10' w x 9'5"d and 12'h x 7'w x 9'5"d). This solution will provide storage for all existing standard-sized mylar plan sets in a 162-square foot (sf) footprint, compared to the 38 tubs which occupy 456-sf, plus maneuvering area. This solution would not require the reconfiguration of cubicle walls or relocation of staff. It would remove the 2 tubs from the public waiting area, while allowing at least 28 tubs to remain in the existing DAC Research area to accommodate approved plan sets for approximately 13 years, at current accumulation rates, assuming that business process changes do not expand the types of plan sets that are maintained on mylar.

This will eliminate the annual expense of purchasing 2-3 tubs per year for the next 10-15 yrs and securing the 1<sup>st</sup> floor office space from the current occupants and associated remodeling costs, assuming additional floor area could be acquired.

Advance Office Systems, Inc. is under contract with Texas Multiple Award Schedule (TXMAS) to supply these materials and services statewide as a result of a competitive bidding process.