

A G E N D A



Recommendation for Council Action (Purchasing)

Austin City Council	Item ID:	9153	Agenda Number	48.
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Meeting Date:	August 25, 2011
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Department:	Purchasing
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Subject

Authorize award and execution of a 36-month requirements service contract with CAD & GRAPHIC SUPPLY, INC., Carrollton, TX for maintenance, repair, and supplies for HP plotters in an estimated amount not to exceed \$78,813, with three 12-month extension options in estimated amounts not to exceed \$28,941 for the first extension option, \$30,388 for the second extension option, and \$31,907 for the third extension option, for a total estimated contract amount not to exceed \$170,049.

Amount and Source of Funding

Funding in the amount of \$2,083 is available in the Fiscal Year 2010-2011 Operating Budget of various City Departments. Austin Fire Department (\$1,000); Austin Police Department (\$500); Emergency Medical Services Department (\$583). 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.

Purchasing Language:	Lowest responsive bid of five bids received.
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Prior Council Action:	
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For More Information:	Colleen Athey, Buyer II, 972-4012
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Boards and Commission Action:	
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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.
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Related Items:	
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Additional Backup Information

This contract will provide maintenance, repair, and supplies for HP plotters for the City's public safety departments.

The Austin Fire Department's planning and research section uses plotters to create maps, large-scale presentations, and posters to analyze incident volume, response times, performance measures, annexations, auto aid, post-incident reviews, and overall fire service delivery.

The Emergency Medical Services Department uses their plotter for geographical information systems and map printing, strategic planning, advisory board presentations, and a variety of other projects.

The Austin Police Department uses plotters to present geographic boundaries, areas of responsibilities, criminal activities, link charts, and public information releases. The displays are typically created for officers, command staff, and planners to aid in decisions for police operations, district attorneys for court cases, and media releases for public information.

MBE/WBE solicited: 24/12

MBE/WBE bid: 0/1

BID TABULATION

IFB No. CEA0034

Maintenance, Repair, and Supplies for HP Plotters
(35 line items)

<u>Vendor</u>	<u>Total Price</u>
CAD & Graphic Supply, Inc. Carrollton, TX	\$24,248.36
CAD Supplies Specialty Inc. Austin, TX	\$36,685.43
Miller Blueprint Co. (WBE) Austin, TX	\$84,275.06
QA Systems Inc. Austin, TX	*
IKON Office Solutions, Inc. Austin, TX	**

* QA Systems Inc. withdrew their bid.

** IKON Office Solutions, Inc. was considered non-responsive since it did not meet the minimum specifications required by the solicitation.

The expenditures for the first 12 months of this contract are estimated to be \$25,000.

A copy of the complete bid tabulation is on file in the Purchasing Office and is on the City of Austin, FASD Purchasing Office website.

PRICE ANALYSIS

- a. Adequate competition.
- b. Five hundred and thirty-four notices were sent, including twenty-four MBEs and twelve WBEs. Five bids were received, with no response from the MBEs and one response from the WBEs.
- c. This is the first contract for this service; therefore, there is no pricing history available.

APPROVAL JUSTIFICATION

- a. Lowest responsive bid.
- b. The Purchasing Office concurs with the Austin Fire Department, Austin Police Department, and the Emergency Medical Services Department's recommended award.
- c. Advertised in the Austin American-Statesman and on the Internet.