

A G E N D A



Recommendation for Council Action (Purchasing)

Austin City Council

Item ID:

11160

Agenda Number

66.

Meeting Date:

December 8, 2011

Department:

Purchasing

Subject

Authorize award and execution of Amendment No. 3 to a requirements service contract with GIVENS COURT REPORTING, Austin, TX for court reporting services for the Law Department to add funds for the first 12-month extension option in an estimated amount not to exceed \$25,000, with three additional 12-month extension options in an estimated amount not to exceed \$25,000 per extension option, for a total estimated contract amount not to exceed \$155,000.

Amount and Source of Funding

Funding in the amount of \$20,833.33 is available in the Liability Reserve Fund. Funding for the remaining two months of the first extension option and future 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:

Contract Amendment

Prior Council
Action:For More
Information:

Sydney Ceder, Sr. Buyer /974 2035

Boards and
Commission
Action:

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.

Related Items:**Additional Backup Information**

This contract provides the Law Department court reporting services to preserve an accurate written record of testimony in litigation and other matters in anticipation of post-hearing briefs, possible appeals to district court, and/or potential litigation that might result. The reporter must meet the qualifications provided by law for official court reporters. The reporter may use written notes, transcribing equipment, recording equipment, or a combination of those methods to record the proceedings of the court.

This contract was competitively bid and awarded in 2008 for 36-month base period in the amount of \$45,000 per year with four 12-month extension options, however, during the initial 36-month base period, the Law Department only used \$55,000. Due to the decreased usage of this contract, this recommended Council action is to add funds for the first 12-month extension option in a decreased amount of \$25,000 and the authorization for three additional 12-month extension options in the decreased amount of \$25,000 per year, for a final contract value of \$155,000.

Contract Summary

Description	Action	Amount
Original Contract (PA090000003)	Award of a 36-month contract for court reporting services for the Law Department with four 12-month extension options	\$ 45,000 Initial Annual Contract Amount (Law only used one year's funding)
Amendment No. 1	Administrative increase of \$8,000 on 4/12/11	\$ 8,000
Amendment No. 2	Administrative increase of \$2,000 on 10/5/11	\$ 2,000
Proposed Amendment No. 3	Exercise first 12-month extension option	\$25,000
Proposed Future Amendments	Authorize three additional 12-month extension options for \$25,000 per option	\$75,000
TOTAL CUMULATIVE CONTRACT AMOUNT		\$155,000