

A G E N D A



Recommendation for Council Action (Purchasing)

Austin City Council	Item ID:	11772	Agenda Number	47.
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Meeting Date:	January 12, 2012
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Department:	Purchasing
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Subject

Authorize award and execution of Amendment No. 1 to a contract with RALPH RIOJAS ENTERPRISES, Austin, TX, for courier services for Municipal Court to exercise the first extension option in the amount of \$14,240, with two additional 12-month extension options in an amount not to exceed \$14,240 per option, for a revised total estimated contract amount not to exceed \$85,440.

Amount and Source of Funding

Funding in the amount \$10,680 is available in the Fiscal Year 2011-2012 Operating Budget of the Municipal Court. Funding for the remaining 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
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Prior Council Action:	
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For More Information:	Erin Grace, Buyer I, 972-4017
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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 provides courier services for the Municipal Court. The courier services include picking up mail from two Post Office locations, the Downtown Post Office and the Capitol Station Post Office, making additional deliveries to the Post Office if required, picking up paperwork from the two Municipal Court Customer Service Centers located on Lamplight Village and Manchaca Road and delivering to the Municipal Court Customer Service Unit on East 7th street. Additionally, the courier service delivers supplies to the Municipal Court Customer Service Centers listed above from the Municipal Court.

This contract was competitively awarded in 2009 for a 36-month base period in the amount of \$42,720 with three extension options. This recommended Council action is to approve Amendment No. 1 for \$14,240 for the first extension option and the authorization to enter into the final two option periods for \$14,240 each when appropriate, for a final contract value of \$85,440.

Contract Summary

Action	Description	Amount
Contract awarded 03/09/09	Original 36-month contract	\$42,720
Proposed Amendment No. 1	Exercise Extension Option No. 1	\$14,240
Future proposed amendments	Authorize Extension Option No. 2	\$14,240
	Authorize Extension Option No. 3	\$14,240
TOTAL CONTRACT AMOUNT		\$85,440