

A G E N D A



Recommendation for Council Action (Purchasing)

Austin City Council	Item ID:	14316	Agenda Number	49.
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Meeting Date:	April 26, 2012
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Department:	Purchasing
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Subject

Authorize award and execution of Amendment No. 2 to a requirements service contract with THE EDWARDS FIRM, for court reporting services for administrative hearings and civil service proceedings for the Law Department to add funds for the second 12-month extension option in an estimated amount not to exceed \$30,000, with one additional 12-month extension option in an estimated amount not to exceed \$30,000, for a total estimated revised contract amount not to exceed \$180,000.

Amount and Source of Funding

Funding in the amount of \$30,000 is available in the Fiscal Year 2011-2012 Operating Budget of the Law Department. Funding for the remaining extension option 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:	Cruz Banda III, Buyer II, 974-9142
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Boards and Commission Action:	
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Related Items:	
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MBE / WBE:	The Cooperative Purchase is exempt from the MBE /WBE Ordinance. This exemption is 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 contract.
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Additional Backup Information

This contract provides the Law Department court reporting services for administrative hearings and civil service proceedings. The reporter must meet the qualifications by law for official 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 2007 for a 36-month base period in the amount of \$30,000 per year with three 12-month extension options. Funding for option one was added administratively in amounts not to exceed \$30,000 per year.

The recommended council action is to approve funding for Amendment No. 2 in the amount of \$30,000 for the extension options two and three for final contract value of \$180,000.00

Contract Summary	<u>Contract No. PA070000002</u>	
Description	Action	Amount
Original Contract	Award of a 36-month contract for court reporting service in an estimated amount not to exceed \$30,000.00 annually	\$ 90,000.00
Amendment No.1	Administrative increase of \$30,000 10/20/2010	\$ 30,000.00
Total Cumulative Amount		\$ 120,000.00
Proposed Amendment No. 2	Add Option 2 annual amount	\$ 30,000.00
Proposed Future Amendment	Add Option 3 annual amount	\$ 30,000.00
TOTAL REVISED CONTRACT AMOUNT		\$ 180,000.00