

A G E N D A



Recommendation for Council Action (Purchasing)

Austin City Council	Item ID:	28455	Agenda Number	30.
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Meeting Date:	November 7, 2013
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Department:	Purchasing
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Subject

Authorize award and execution of a 72-month requirements supply/service agreement with MUNICIPAL CODE CORPORATION, or the other qualified offeror to RFP No. JSD0136, for publishing/codification services in an amount not to exceed \$150,000 with six 12-month extension options in an amount not to exceed \$30,000 per extension option, for a total contract amount not to exceed \$330,000.

Amount and Source of Funding

Funding in the amount of \$20,833 is available in the Fiscal Year 2013-2014 Operating Budget of the City Clerk's Office. Funding for the remaining 62 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:	Best evaluated proposal.
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Prior Council Action:	
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For More Information:	Terry Nicholson, Sr. Buyer Specialist, 512-974-2995
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Boards and Commission Action:	
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Related Items:	
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MBE / WBE:	This contract will be awarded in compliance with City Code Chapter 2-9C (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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Additional Backup Information

This contract provides the City of Austin with recodification services for the supplements to the City of Austin Code, as well as supplements to the City's Technical Criteria Manuals in hard copy and electronic versions. The services will include document updates as well as original publications and provide the City of Austin with a body of current, enforceable laws, rules and regulations in a format that easy to use and up to date.

Over the past four year, the City has averaged 982 pages of supplements to the City Code annually, and another 772 pages of supplements to the technical manuals.

An evaluation team comprised of cross-departmental staff representing the City Clerk, Planning & Development, Legal and CTM evaluated the proposals and unanimously chose this proposal as the best to provide these services. Evaluation criteria used to evaluate the proposals included the level of understanding of the City's requirements, demonstrated experience and cost for both reprinting of the current volumes and subsequent updates required for the life of the contract, and acceptance of the City of Austin's terms and conditions.

This request allows for the development of an agreement with a qualified offeror that Council selects. If the City is unsuccessful negotiating a satisfactory agreement with the selected offeror, negotiations will cease with that provider. Staff will return to Council so that Council may select another qualified offeror and authorize contract negotiations with that provider.

MBE/WBE solicited: 1/0

MBE/WBE bid: 0/0

APPROVAL JUSTIFICATION

- a. Best evaluated proposal. Municipal Code Corporation is not the current provider of these services.
- b. The Purchasing Office concurs with the City Clerk's Office recommended award.
- c. Advertised in the Austin American Statesman and on the Internet.