

## A G E N D A



## Recommendation for Council Action (Purchasing)

Austin City Council	Item ID:	29160	Agenda Number	59.
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Meeting Date:	December 12, 2013
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Department:	Purchasing
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## Subject

Authorize negotiation and execution of a 3-year Interlocal Agreement with AUSTIN STATE SUPPORTED LIVING CENTER (ASSLC), to provide packet assembly, material storage, and deliveries for employee and retiree benefit materials in an amount not to exceed \$150,000, with three 12-month extension options in an amount not to exceed \$50,000 per extension option, for a total contract amount not to exceed \$300,000.

## Amount and Source of Funding

Funding in the amount of \$33,334 is available in the Fiscal Year 2013-2014 Operating Budget of the Employee Benefits Fund of the Human Resources Department. Funding for the remaining 28 months of the initial contract and the extension options is contingent upon available funding in future budgets. This contract is entirely funded by the City's Employee Benefits Fund.

## Fiscal Note

There is no unanticipated fiscal impact. A fiscal note is not required.

Purchasing Language:	Interlocal Agreement
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Prior Council Action:	
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For More Information:	Terry Nicholson, 512-974-2995
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Boards and Commission Action:	
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Related Items:	
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MBE / WBE:	This Interlocal Agreement is exempt from the MBE/WBE Ordinance. This exemptions is 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 contract.
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## Additional Backup Information

This Interlocal Agreement is to assemble, store, and deliver benefit materials to employees and retirees covered by the City of Austin Employee Benefits Program. The Austin State Supported Living Center (ASSLC), formerly Austin State School, has provided services for the City of Austin since June 2004. ASSLC's residential vocational program provides packet assembly and storage.

Approximately 125 monthly packets are assembled by ASSLC's vocational program for new employee orientation. They assemble and mail open enrollment packets to approximately 4,500 retirees every October which details the upcoming year medical, dental, and vision benefits.

The amount of the initial three-year contract period January 17, 2014, through January 16, 2017 is estimated at \$150,000. If executed, the three option periods will extend the contract until January 16, 2020. The total cost for the six-year contract will not exceed \$300,000. Increases in retiree enrollment and postage expenses have raised the cost for this service.

This agreement is entered into under the provisions of the Interlocal Cooperation Act, Chapter 791, Texas Government Code.