



**Purchasing Service Agreement  
CITY OF AUSTIN  
RECOMMENDATION FOR COUNCIL ACTION**

**AGENDA ITEM NO.: 42  
AGENDA DATE: Thu 06/24/2004  
PAGE: 1 of 2**

**SUBJECT:** Authorize execution of a 12-month service agreement with JESSIE LEE COBURN, CSR, CVR, Austin, TX, for court reporting services in an amount not to exceed \$99,705, with three 12-month extension options in an amount not to exceed \$99,705 per extension option, for a total agreement amount not to exceed \$398,820.

**AMOUNT & SOURCE OF FUNDING:** Funding in the amount of \$24,926 is available in the Fiscal Year 2003-2004 Approved Operating Budget of the Municipal Court Department. Funding for the remaining nine 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.

**REQUESTING** Purchasing **DIRECTOR'S**  
**DEPARTMENT:**for Municipal Court; **AUTHORIZATION:** Vickie Schubert

**FOR MORE INFORMATION CONTACT:** Sydney Ceder, Buyer II/974-2035

**PRIOR COUNCIL ACTION:** N/A

**BOARD AND COMMISSION ACTION:** N/A

**PURCHASING:** Only Bidder.

**MBE / WBE:** This contract will be awarded in compliance with Chapter 2-9 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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This contract maintains an established system for court reporting services at the Municipal Court including the Downtown Austin Community Court (DACC). The Municipal Court is statutorily designated as a "court of record". As such, it is required to maintain court records and/or provide transcriptions upon request for the defendant, prosecutor or judicial review. The Texas Local Government Code requires that court reporters be available to preserve a record in cases tried before a municipal court of record and the governing body of the City must provide an official court reporter.

Court reporter services are required five days per week for multiple morning, afternoon, and evening dockets. Last year, the DACC began conducting day trials at the 6<sup>th</sup> Street location and plans to expand to evening trial(s). This contract includes the potential expansion.

MBE/WBE Solicited: 1/2

MBE/WBE Bid: 0/0



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**BID TABULATION  
IFB No. SC04300033  
Court Reporting Services  
(Estimated 2,299 Hours)**

**VENDOR  
Jessie Lee Coburn  
Austin, Texas**

**PRICE  
\$99,705.00**

**PRICE ANALYSIS**

- a. Only Bidder. The four vendors that did not submit bids indicated they do not have the personnel to cover all court dockets required in the solicitation.
- b. Five bids were issued, including two WBEs and one MBE. One bid was received with no MBE/WBEs responding.
- c. The current pricing represents an approximate 29% increase in the average hourly rate compared to the last contract awarded in 1998. This is due in part to the increase in insurance rates. Municipal Court has also increased the number of hours hearings are scheduled before the court; therefore, the court reporter has had to hire additional employees.

**APPROVAL JUSTIFICATION**

- a. Only bid.
- b. Municipal Court concurs with recommended award.
- c. Advertised in the Austin American-Statesman and the Internet.