



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

**AGENDA ITEM NO.: 43
AGENDA DATE: Thu 06/24/2004
PAGE: 1 of 2**

SUBJECT: Authorize execution of a 12-month service agreement with SILVIA B. KENIG, INC. (WBE/FH, 100%), Austin, TX, for Spanish language interpreter services in an amount not to exceed \$217,122, with three 12-month extension options in an amount not to exceed \$217,122 per extension option, for a total agreement amount not to exceed \$868,488.

AMOUNT & SOURCE OF FUNDING: Funding in the amount of \$54,281 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/(512)974-2035

PRIOR COUNCIL ACTION: N/A

BOARD AND COMMISSION ACTION: N/A

PURCHASING: Lowest bid of two bids received.

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.

This service agreement will continue to provide Spanish language interpreter services at the Municipal Court, including the Downtown Austin Community Court (DACC) and Court's magistration services at the Travis County Central Booking facility. Municipal Court is required by the Code of Criminal Procedure to provide certified interpreter services upon the filing of a motion by any party or upon the motion of the Court on any criminal proceeding. At this time, interpreter services are available at all appearance and trial dockets in Municipal Court and the DACC. The services are also continuously provided, in person or by telephone, for the hours of magistration at Central Booking, 16 hours per day, 7 days per week.

MBE/WBE Solicited: 15/3

MBE/WBE Bid: 0/1



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**BID TABULATION – SC04300032
Spanish Language Interpreter Services**

	Silvia B. Kenig, Inc. (WBE/FH) <u>Austin, Texas</u>	Leon Translations, Inc. Austin, Texas
Interpretation for Municipal Court	\$131,820	\$144,560
Central Booking Facility Interpretation	\$ 34,692	\$ 37,030
Phone Interpretation	\$ 50,310	\$ 50,627
Cancellation Fee	<u>\$ 300</u>	<u>\$ 400</u>
Total	\$217,122	\$232,617

PRICE ANALYSIS

- Adequate competition.
- Twenty-one notices were sent, including fifteen MBEs and three WBEs. Sixteen bids were issued, including two MBEs and one WBE. Two bids were received, including one WBE. MBEs did not respond. Two "No Bids" were received.
- The new pricing represents an approximate 18% decrease in unit price compared to the last contract awarded in March 2000. This can be attributed to services not required 24-hours a day as was required in the previous contract.

APPROVAL JUSTIFICATION

- Low bid.
- Municipal Court concurs with recommended award.
- Advertised in the Austin American-Statesman and the Internet.