





A U S T I N C I T Y C O U N C I L

**AGENDA**

			
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Thursday, August 10, 2006

 + [Back](#)  [Print](#)**Purchasing Office  
RECOMMENDATION FOR COUNCIL ACTION****ITEM No. 49**

**Subject:** Authorize award and execution of a 24-month requirements supply contract with CORPORATE EXPRESS IMAGING AND COMPUTER GRAPHIC SUPPLIES, Arlington, TX, for blank videotapes and other media in an estimated amount not to exceed \$104,189.20, with two 12-month extension options in an estimated amount not to exceed \$52,094.60 per extension option, for an estimated total contract not to exceed \$208,378.40.

**Amount and Source of Funding:** Funding in the amount of \$8,682.43 is available in the Fiscal Year 2005-2006 Approved Operating Budget of the Austin Police Department. Funding for the remaining 22 months of the original contract period and the extension options is contingent upon available funding in future budgets.

**Fiscal Note:** There is no unanticipated fiscal impact. A fiscal note is not required.

**Additional Backup Material**

(click to open)

 **CORPORATE EXPRESS  
IMAGING\_BID\_TAB**

**For More Information:** Mick Osborne, Sr. Buyer, 512 974-2995

**Purchasing Language:** Lowest bid of five bids received.

**MBE/WBE:** This contract will be awarded in compliance with Chapter 2-9D 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 contract is for recordable media of various types (VHS tapes, DVDs, archival quality CD/DVD pens, VHS library cases and VHS sleeves). This media is used in the documentation and storage of evidence, documentation of officer/citizen contacts, and transfers of data and evidence files to other law enforcement agencies and courts.

MBE/WBE solicited: 16/6 MBE/WBE bid:0/0

**PRICE ANALYSIS** a. Adequate competition. b. Three hundred and fifty five notices were sent, including 16 MBEs and six WBEs. Fourteen solicitations were issued. Five bids were received, with no response from the MBEs/WBEs. c. The pricing offered represents a 3.5% decrease from the last purchase made September 2005.

**APPROVAL JUSTIFICATION** a. Lowest bid. b. The Purchasing Office concurs with the Austin Police Department's recommended award. c. Advertised in the Austin American Statesman and on the Internet.

**AGENDA DATE: 8/10/06**

**VENDOR NAME: Corporate Express Imaging and Computer Graphic Supplies**

**BID TABULATION**

**IFB NO. MO06100155**

**BLANK VIDEOTAPE AND OTHER MEDIA**

**(8 line items)**

<u>BIDDER</u>	<u>TOTAL BID</u>
<b>Corporate Express Imaging and Computer Graphic Supplies Arlington, TX</b>	<b>\$104,189.20</b>
Chief Charlotte, NC	\$114,660.00
Audio Video Distributors Wixom, MI	\$118,968.00
Discount Media Products Elmhurst, IL	\$123,772.00
Tape Services, Inc. Londonderry, NH	\$128,800.00