

## A G E N D A



## Recommendation for Council Action (Purchasing)

Austin City Council

Item ID:

71428

Agenda Number

39.

Meeting Date:

June 15, 2017

Department:

Purchasing

## Subject

Authorize award and execution of two contracts with RALPH RIOJAS DBA RALPH RIOJAS ENTERPRISES and P.E.S. ENTERPRISES DBA CAPITOL COURIER, to provide courier services, with an initial 24-month term, in an estimated amount of \$190,000, with three 12-month extension options in an estimated amount of \$95,000 per extension option, for total contract amounts not to exceed \$475,000, divided between the contractors.

## Amount and Source of Funding

Funding in the amount of \$31,667 is available in the Fiscal Year 2016-2017 Operating Budgets of various City departments. Funding for the remaining 20 months of the original contract periods and extension options are contingent upon available funding in future budgets.

## Fiscal Note

A fiscal note is not required.

**Purchasing Language:**

The Purchasing Office issued an Invitation for Bids (IFB) JRD0036 for these services on February 27, 2017 and it closed on March 21, 2017 with three offers received. The recommended offers are the lowest offers submitted by responsible offerors. Additional information on the solicitation is included below the line. The recommended offerors are the current providers for these services.

**Prior Council Action:**



**For More Information:**

Inquiries should be directed to the City Manager's Agenda Office, at 512-974-2991 or AgendaOffice@ austintexas.gov

NOTE: Respondents to this solicitation, and their representatives, shall continue to direct inquiries to the solicitation's Authorized Contact Person: Jonathan Dalchau, at 512-974-2938 or Jonathan.Dalchau@ austintexas.gov

**Boards and Commission Action:**



**Related Items:**

**MBE / WBE:**

This solicitation was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9C Minority Owned and Women Owned Business Enterprise Procurement Program. For the services required for this solicitation, there were no subcontracting opportunities; therefore, no subcontracting goals were established.

### Additional Backup Information

These contracts will provide the City access to a courier for same day delivery services to transport documents and packages between locations throughout the City. Services provided will include picking up and delivering mail from a Post Office box, distribute interoffice documents and packages between City buildings, and other services as needed. These services will be used to augment City staff performing similar services.

The contract will replace contracts which have expired or are low on funding. The requested authorization amounts for these contracts were determined using departmental estimates and historical spend, and allow for additional route options to be added as necessary.

If these contracts are not secured, the City will have to perform repetitive spot purchases that increase administrative costs for collecting and distributing documents throughout the City.

### BID TABULATION

IFB JRD0036

Courier Services

4 Categories

<u>Vendor</u>	<u>Total Bid Items (Category Bid)</u>	<u>Total Award Items (Category Award)</u>
Ralph Riojas Enterprises	\$86,675 (3 of 4)	\$74,225 (2 of 4)
Capitol Courier	\$142,339 (4 of 4)	\$11,976 (2 of 4)
Business and Personal Solutions (MBE)	*	

\* Deemed Non-Responsive – Did not meet the specification requirements of the solicitation.

A complete solicitation package, including a bid tabulation, is on file in the City's Purchasing Office and is available on the City's Financial Services Austin Finance Online website. Link: [Solicitation Documents](#).

#### RALPH RIOJAS DBA RALPH RIOJAS ENTERPRISES and P.E.S. ENTERPRISES DBA CAPITOL COURIER

	# months	Contract Amount	Contract Amendment	Revised Amount
Original Term	24	\$ 190,000	n/a	n/a

Extension Option 1	12	\$ 95,000	n/a	n/a
Extension Option 2	12	\$ 95,000	n/a	n/a
Extension Option 3	12	\$ 95,000	n/a	n/a
<b>TOTAL</b>	<b>60</b>	<b>\$ 475,000</b>	<b>\$ -</b>	<b>\$ -</b>