



Recommendation for Action

File #: 19-1838, **Agenda Item #:** 33.

6/6/2019

Posting Language

Authorize award of a multi-term contract with Texas Office Products & Supply, LLC, to provide the rental of office furniture, for up to three years for a total contract amount not to exceed \$472,560.

(Note: 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 goods and services required for this solicitation, there were no subcontracting opportunities, therefore, no subcontracting goals were established).

Lead Department

Purchasing Office.

Client Department(s)

Development Services Department.

Fiscal Note

Funding in the amount of \$39,175 is available in the Fiscal Year 2018-2019 Operating Budget of the Development Services Department. Funding for the remaining contract term is contingent upon available funding in future budgets.

Purchasing Language:

The Purchasing Office issued an Invitation for Bids (IFB) 5300 MZJ1000 for these services. The solicitation issued on March 4, 2019 and it closed on March 28, 2019. The recommended contractor submitted the only responsive offer. A complete solicitation package, including a tabulation of the bids received, is available for viewing on the City's Financial Services website, Austin Finance Online. Link: [Solicitation Documents](https://www.austintexas.gov/financeonline/account_services/solicitation/solicitation_details.cfm?sid=129511)
<https://www.austintexas.gov/financeonline/account_services/solicitation/solicitation_details.cfm?sid=129511>.

For More Information:

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

NOTE: Respondents to this solicitation, and their representatives, shall continue to direct inquiries to the solicitation's Authorized Contact Person: Mike Zambrano, Jr. at 512-974-3130 or

Mike.Zambrano@austintexas.gov <<mailto:Mike.Zambrano@austintexas.gov>>.

Additional Backup Information:

The contract will provide the rental of office furniture for employee use for the Development Services Department (DSD) at its One Texas Center and Ben White locations. Council approved adding 52 new full-time employees to the DSD this current fiscal year. The office space at One Texas Center will be reconfigured with new cubicles and additional cubicles which will be added at the Ben White facility. DSD will utilize these

services at both locations until their new offices are ready for move-in at the City's Highland facility in 2020.

The recommended contractor is the current provider for these services.

Contract Detail:

| <u>Contract Term</u> | <u>Length of Term</u> | <u>Contract Authorization</u> |
|---------------------------------|----------------------------------|--|
| Initial Term | 1 yr. | \$157,520 |
| Optional Extension 1 | 1 yr. | \$157,520 |
| Optional Extension 2 | 1 yr. | \$157,520 |
| TOTAL | 3 yrs. | \$472,560 |

Note: Contract Authorization amounts are based on the City's estimated annual usage.