



Recommendation for Action

File #: 19-2898, **Agenda Item #:** 27.

10/3/2019

Posting Language

Authorize award of a multi-term contract with On Site Fitness Service, LLC, to provide exercise equipment maintenance and repair services, for up to five years for a total contract amount not to exceed \$400,000.

(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 services required for this solicitation, there were no subcontracting opportunities; therefore, no subcontracting goals were established).

Lead Department

Purchasing Office.

Client Department(s)

Austin Fire Department; Austin Police Department; Aviation; Building Services Department; Parks and Recreation Department.

Fiscal Note

Funding in the amount of \$80,000 is available in the Fiscal Year 2019-2020 Operating Budgets of various City departments. 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) 8300 PAT1016 for these services. The solicitation issued on June 24, 2019 and it closed on July 9, 2019. Of the two offers received, the recommended contractor submitted the lowest 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=131577)
<https://www.austintexas.gov/financeonline/account_services/solicitation/solicitation_details.cfm?sid=131577>.

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: Paul Trimble, at 512-974-1714 or paul.trimble@austintexas.gov.

Additional Backup Information:

The contract will provide maintenance and repair services for exercise equipment at multiple City locations. Exercise equipment is used by firefighters and police officers to remain physically fit to perform their job duties and to remain in compliance with Austin Police Department and Austin Fire Department standards. Additionally, exercise/fitness equipment is used by other City departments to facilitate the health and wellness of City employees and the general public.

This contract will replace a contract which expired on August 5, 2019. Authorization amounts were determined based on department estimates and historical spend. If the City is unable to secure a contract, the City will be forced to procure these services on an as-needed basis, which may result in higher prices and longer lead times.

Contract Detail:

| <u>Contract Term</u> | <u>Length of Term</u> | <u>Contract Authorization</u> |
|-----------------------------|------------------------------|--------------------------------------|
| Initial Term | 2 yrs. | \$160,000 |
| Optional Extension 1 | 1 yr. | \$ 80,000 |
| Optional Extension 2 | 1 yr. | \$ 80,000 |
| Optional Extension 3 | 1 yr. | \$ 80,000 |
| TOTAL | 5 yrs. | \$400,000 |

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