



## Recommendation for Action

**File #:** 20-3606, **Agenda Item #:** 44.

12/10/2020

### **Posting Language**

Authorize award of a multi-term contract with Affordable Funeral Supply, LLC, to provide cemetery materials and equipment, for up to five years for a total contract amount not to exceed \$337,945.

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

### **Lead Department**

Purchasing Office.

### **Client Department(s)**

Parks and Recreation Department.

### **Fiscal Note**

Funding in the amount of \$56,324 is available in the Fiscal Year 2020-2021 Operating Budget of the Parks and Recreation 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 8600 DCM1030 for these goods. The solicitation issued on August 3, 2020, and it closed on August 25, 2020. Of the three 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=134634)  
<[https://www.austintexas.gov/financeonline/account\\_services/solicitation/solicitation\\_details.cfm?sid=134634](https://www.austintexas.gov/financeonline/account_services/solicitation/solicitation_details.cfm?sid=134634)>.

### **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) <<mailto:AgendaOffice@austintexas.gov>>

NOTE: Respondents to this solicitation, and their representatives, shall continue to direct inquiries to the solicitation's Authorized Contact Person: Diana McIntosh, at 512-974-2034 or [Diana.McIntosh@austintexas.gov](mailto:Diana.McIntosh@austintexas.gov) <<mailto:Diana.McIntosh@austintexas.gov>>.

### **Additional Backup Information:**

The contract will provide for the purchase of various cemetery materials and equipment for the Cemetery Operations Division of the Parks and Recreation Department. The materials and equipment are required to maintain professional and organized cemetery operations as well as assist families in their memorialization decisions.

The recommended contractor is the current provider for these goods. The current contract expires on

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February 19, 2021. Authorization amounts are based on historical spending and forecasted needs.

If the City is unable to secure a contract, the department will be forced to procure the equipment and materials on an as-needed basis which may result in higher prices.

**Contract Detail:**

<b><u>Contract Term</u></b>	<b><u>Length of Term</u></b>	<b><u>Contract Authorization</u></b>
Initial Term	3 yrs.	\$202,767
Optional Extension 1	1 yr.	\$ 67,589
Optional Extension 2	1 yr.	\$ 67,589
<b>TOTAL</b>	<b>5 yrs.</b>	<b>\$337,945</b>

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

**Strategic Outcome(s):**

Health and Environment.