

A G E N D A



Recommendation for Council Action (Purchasing)

Austin City Council	Item ID:	24777	Agenda Number	38.
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Meeting Date:	June 6, 2013
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Department:	Purchasing
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Subject

Authorize award and execution of a 36-month requirements supply contract with BAYSCAN TECHNOLOGIES, to provide barcode labels and ribbons for the Austin Police Department in an estimated amount not to exceed \$34,327, with two 12-month extension options in an estimated amount not to exceed \$12,605 for the first extension option and \$13,235 for the second extension option, for a total estimated contract amount not to exceed \$60,167.

Amount and Source of Funding

Funding in the amount of \$3,630 is available in the Fiscal Year 2012-2013 Operating Budget of the Austin Police Department. Funding for the remaining 32 months of the original contract period and extension options is contingent upon available funding in future budgets.

Fiscal Note

There is no unanticipated fiscal impact. A fiscal note is not required.

Purchasing Language:	Lowest bid meeting specifications.
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Prior Council Action:	
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For More Information:	Colleen Knowlton, Senior Buyer, 974-2938
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Boards and Commission Action:	
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Related Items:	
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MBE / WBE:	This contract will be awarded in compliance with City Code Chapter 2-9D (Minority-Owned and Women-Owned Business Enterprise Procurement Program). No subcontracting opportunities were identified; therefore, no goals were established for this solicitation.
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Additional Backup Information

This contract will provide barcodes and labels for the Austin Police Department (APD) Evidence Unit. The APD Evidence Unit receives approximately 7,500 new items of evidence and/or property each month. Within the first 24-36 hours, each bar code is scanned no less than 5 times. This covers intake of the evidence to first initial storage location. Throughout the life of a piece of evidence, a bar code label will be scanned and utilized numerous times to update tracking and ensure accountability of the item. The bar code labels are critical to the management of property and evidence within APD.

Every item of evidence, as well as all non-evidentiary property, submitted to the Evidence Unit is marked with a label. Each label consists of a bar code, brief description of the item, the offense number it relates to, and a specific number identifying the item. These labels allow the Evidence Unit staff to conduct real time updates documenting the movement of evidence within the department and allows for the real time update of the storage locations within APD's warehouse. In addition, bar code labels are utilized to mark shelving which facilitates the speed at which these real time updates take place.

MBE/WBE solicited: 6/10

MBE/WBE bid: 0/2

BID TABULATION

IFB No. CEA0064

Barcode Labels and Ribbons

(3 line items)

<u>Vendor</u>	<u>Total Price for a 12-Month Period</u>
BayScan Technologies Columbia, SC	\$10,888.40
V-Quest Office Supplies WB Georgetown, TX	\$11,120.00
Americas Computer Co. WB San Antonio, TX	\$11,164.00
Paper Systems Inc. Springboro, OH	\$12,088.40
Shamrock Scientific Specialty Systems, Inc. Belwood, IL	\$12,306.80
A+ QBooks Consulting & Services, LLC Tucson, AZ	\$13,058.80
Southern Computer Warehouse, Inc. Marietta, GA	\$44,632.00
Adorama Inc. New York, NY	\$46,588.00

E-Media Solutions
Jacksonville, FL

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Barcode Label Consultants
Los Angeles, CA

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*E-Media Solutions and Barcode Label Consultants were considered non-responsive since they did not meet specifications.

A copy of the complete bid tabulation is on file in the Purchasing Office and is on the City of Austin, FASD Purchasing Office website.

PRICE ANALYSIS

- a. Adequate competition.
- b. Four hundred and seventy-three notices were sent, including 6 MBEs and 10 WBEs. Ten bids were received including 2 WBEs. The MBE did not respond.
- c. This is the first contract of its type; therefore, there is no pricing history available.

APPROVAL JUSTIFICATION

- a. Lowest bid meeting specifications received.
- b. The Purchasing Office concurs with the Austin Police Department's recommended award.
- c. Advertised in the Austin American-Statesman and on the Internet.