

A G E N D A



Recommendation for Council Action (Purchasing)

Austin City Council	Item ID:	24766	Agenda Number	48.
---------------------	----------	-------	---------------	-----

Meeting Date:	June 27, 2013
---------------	---------------

Department:	Purchasing
-------------	------------

Subject

Authorize award, negotiation, and execution of a 60-month services requirement contract with INTERMENT SERVICES, INC. to provide interment and burial services at Austin cemeteries for the Parks and Recreation Department for an estimated amount not to exceed \$3,875,000, with two 60-month extension options in an estimated amount not to exceed \$3,875,000 per extension option, for a total estimated contract amount not to exceed \$11,625,000.

Amount and Source of Funding

Funding is available in the Fiscal Year 2012-2013 Operating Budget of the Austin Parks and Recreation Department. Funding for the remaining 56 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:	Best evaluated proposal received.
----------------------	-----------------------------------

Prior Council Action:	City Council approved a 120-day contract with Interment Services, Inc. on March 26, 2013 for interment and burial services at the City's five cemeteries in an amount not too exceed \$250,000. That contract expires July 31, 2013.
-----------------------	--

For More Information:	Sharon Patterson, Senior Buyer, 974-2995
-----------------------	--

Boards and Commission Action:	To be reviewed by the Parks and Recreation Board on June 25, 2013.
-------------------------------	--

Related Items:	
----------------	--

MBE / WBE:	This contract will be awarded in compliance with City Code Chapter 2-9C (Minority Owned and Women Owned Business Enterprise Procurement Program) by meeting the goals with 10.16% MBE and 4.12% WBE subcontractor participation.
------------	--

Additional Backup Information

This contract will provide interment and burial services at Austin cemeteries for the Parks and Recreation Department (PARD). PARD is responsible for overseeing the management, operations, and maintenance of five Austin cemeteries; Oakwood Cemetery, Oakwood Annex Cemetery, Evergreen Cemetery, Austin Memorial Cemetery, and Plummers Cemetery.

A Request for Proposal (RFP) was issued in January of 2013 to solicit qualified and experienced cemetery management professional(s) to provide services related to the management, operations, and maintenance of cemeteries. The RFP provided for three areas of cemetery operations: 1) Sales and Administration, 2) Cemetery Operations, and 3) Interment and Burial Services. Proposers were able to submit a proposal for one, some, or all areas of operations. The City received two proposals, both for the Interment and Burial Services operational area only. One proposal was deemed non-responsive because it did not include a completed Compliance Plan as required by the RFP.

This contract will provide for interment and burial services only. These services include grave preparation, opening and closing, grave liner installation, tent setup, and monument setting. The City of Austin averages 480 burials per year, with the majority of burials at Austin Memorial Park and Evergreen Cemeteries. The Contractor shall be responsible for the timely execution of services as coordinated by City cemetery administration and in compliance with State of Texas regulations and City Code.