

**AGENDA**



**Recommendation for Council Action (Purchasing)**

<b>Austin City Council</b>	<b>Item ID:</b>	29162	<b>Agenda Number</b>	61.
<b>Meeting Date:</b>	December 12, 2013			
<b>Department:</b>	Purchasing			
<b>Subject</b>				
Authorize award and execution of a 36-month requirements service contract with GIVENS COURT REPORTING to provide court reporting services in an amount not to exceed \$100,238, with three 12-month extension options in an amount not to exceed \$33,413 per extension option, for a total contract amount not to exceed \$200,475.				
<b>Amount and Source of Funding</b>				
Funding in the amount of \$25,060 is available in the Fiscal Year 2013-2014 Operating Budgets of the Austin Police, Austin Fire and Emergency Medical Service Departments. Funding for the remaining 27 months of the contract period and extension options is contingent upon available funding in future budgets.				
<b>Fiscal Note</b>				
There is no unanticipated fiscal impact. A fiscal note is not required.				
<b>Purchasing Language:</b>	Lowest bid received.			
<b>Prior Council Action:</b>	█			
<b>For More Information:</b>	Lynn Rich, Buyer II, 974-2076			
<b>Boards and Commission Action:</b>	█			
<b>Related Items:</b>	█			
<b>MBE / WBE:</b>	This contract will be awarded in compliance with City Code Chapter 2-9C (Minority-Owned and Women-Owned Business Enterprise Procurement Program). No subcontracting opportunities were identified; therefore, no goals were established for this solicitation.			

**Additional Backup Information**

This contract provides the Law Department court reporting services to preserve a written record of testimony in administrative hearings and civil service proceedings for Austin Police, Austin Fire and Emergency Medical Service Departments. The reporter must meet the qualifications by law for official court reporters. The reporter may use written notes, transcribing equipment, recording equipment or a combination of all methods to record the proceedings of the court.

MBE/WBE solicited: 0/0

MBE/WBE bid: 0/0

**BID TABULATION**

IFB No. LMR0003  
Court Reporting Services

<b><u>Vendor</u></b>	<b><u>Bid Amount</u></b>
Givens Court Reporting Austin, TX	\$100,237.50
The Edwards Firm Austin, TX	\$121,500.00

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

**PRICE ANALYSIS**

- a. Adequate competition.
- b. 33 notices were sent. There are no known MBEs and/or WBEs for this commodity code.
- c. The pricing offered represents a 10% increase to the last purchase made in October 2007. Factors affecting the price increase are increases in the price index. There was a 22% increase in the indices for Legal Services. This increase is in line with those indices.

**APPROVAL JUSTIFICATION**

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