

## A G E N D A



## Recommendation for Council Action (Purchasing)

Austin City Council	Item ID:	32091	Agenda Number	27.
Meeting Date:	May 1, 2014			
Department:	Purchasing			
Subject				
Authorize award and execution of a 36-month requirements service contract with UNIQUE MANAGEMENT SERVICES, INC dba UNIQUE NATIONAL COLLECTIONS, to provide collection of delinquent library materials, fines, and fees in an amount not to exceed \$112,770 with three 12-month extension options in amounts not to exceed \$37,590 for each extension option, for a total contract amount not to exceed \$225,540.				
Amount and Source of Funding				
Funding in the amount of \$15,663 is available in the Fiscal Year 2013-2014 Operating Budget of the Library Department. Funding for the remaining 31 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 bid received.			
Prior Council Action:				
For More Information:	Terra Green, Buyer II, 512-972-4022			
Boards and Commission Action:				
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). No subcontracting opportunities were identified; therefore, no goals were established for this solicitation.			
Additional Backup Information				

This contract will establish a service agreement for the collection of overdue library fines, fees, and non-returned materials. Accounts with an outstanding balance of \$25 or more and dating from 56 to 90 days past due will be referred. Approximately 350 accounts will be referred each month. Unique Management charges a flat per unit fee of \$8.95 per referred account. Annual cash collection is estimated at \$80,000 and annual material recovery is estimated at \$80,000.

Annual fees for the contract are estimated not to exceed \$37,590. The agreement contains a guarantee of "revenue neutrality" which guarantees that collection fees charged on referred accounts will not exceed the revenue collected. This contract provides an important service for the Library Department by increasing the collection of overdue funds due to the City, and also aids in the recovery of library material for the department. Recovery of materials is critical to the Library by reducing the cost of replacing lost material. Since the contract's initial implementation in September 2004, more than \$895,000 in cash and \$735,000 in returned library materials have been recovered compared to approximate expenditures of \$549,000.

The Library chose Unique Management Services, Inc. due to their expertise in working with library collection, their experienced staff, their focus on getting material back for the Library, their 24/7 access to Library accounts, their guarantee of revenue neutrality, and their approach to promote customer goodwill.

MBE/WBE solicited: 0/0

MBE/WBE bid: 0/0

#### **BID TABULATION**

**IFB-BV No. TLG0100**

**Collection of Delinquent Library Materials, Fines, and Fees  
1 line item**

<b><u>Vendor</u></b>	<b><u>Total Price</u></b>
DSG Collect Chicago, IL	\$29,190
Unique Management Services, Inc dba Unique National Collections Jeffersonville, IN	\$37,590

A copy of 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. One hundred forty-eight notices were sent. There are no known MBEs or WBEs for this commodity code. Two bids were received.
- c. The pricing offered represents no change from the purchase made April 2008.

**APPROVAL JUSTIFICATION**

- a. Best evaluated proposal. Unique Management Services, Inc. dba Unique National Collections is the current provider for these services.
- b. The Purchasing Office concurs with the Library Department's recommended award.
- c. Advertised in the Austin American-Statesman and on the Internet.