



**Water & Wastewater Commission
Review and Recommendation**

Commission Meeting Date:	November 14, 2018
Council Meeting Date:	December 13, 2018
Department:	Purchasing
Client:	Danielle Lord and David Anders
Agenda Item	
<p>Authorize negotiation and execution of a cooperative contract with United Parcel Service D/B/A UPS, for shipping services, for up to 39 months in an amount not to exceed \$309,000. This is a multi-department contract. Austin Water's requested authorization is \$48,750.</p>	
Amount and Source of Funding	
<p>Funding in the amount of \$15,000 is available in the Fiscal Year 2018-2019 Operating Budget of Austin Water. Funding for the remaining contract term is contingent upon available funding in future budgets.</p>	
Purchasing Language:	Multiple cooperative purchase programs were reviewed for these services. The Purchasing Office has determined this contractor best meets the needs of the departments to provide the services required at the best value for the City.
Prior Council Action:	N/A
Boards and Commission Action:	November 14, 2018 – To be reviewed by the Water and Wastewater Commission.
MBE/WBE:	This procurement was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9C Minority Owned and Women Owned Business Enterprise Procurement Program. For the services required for this procurement, there were no subcontracting opportunities; therefore, no subcontracting goals were established.

The contract will provide all City departments delivery services such as overnight, second day, and ground shipping from United Parcel Service D/B/A UPS, through the Sourcewell Cooperative. Services are at fixed prices determined by weight and package destination. The contractor will pick up from city facilities on a set schedule, or on an as-needed basis for departments to ship letters, packages, tubes, and other items as required to conduct business.

The current contract will expire on February 28, 2019. The requested authorization amounts were determined based on departmental historical spend and future estimates. The recommended contractor is not the current provider of these services.

The Sourcewell Cooperative establishes competitively bid contracts that can be utilized by other government agencies through a cooperative agreement. Cooperative agreements save taxpayer dollars by leveraging volume-buying power to drive down costs on hundreds of contracts through a streamlined cooperative purchasing program.

BID TABULATION

N/A

Shipping services – **United Parcel Service D/B/A UPS**

This Contract is being awarded thru the Sourcewell Cooperative

APPROVAL JUSTIFICATION

- a) Austin Water concurs with Central Purchasing recommended award.