

AGENDA



Recommendation for Council Action

AUSTIN CITY COUNCIL

Regular Meeting: December 13, 2018

Item Number: 028

Purchasing Office

Authorize award and execution of a multi-term contract with On Site Auto Trim Inc. D/B/A Austin Interiors, to provide furniture upholstery services, for up to five years for a total contract amount not to exceed \$625,000. (Note: This solicitation was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9C Minority Owned and Women Owned Business Enterprise Procurement Program. For the goods and services required for this solicitation, there were no subcontracting opportunities therefore, no subcontracting goals were established).

Lead Department	Purchasing Office.
Fiscal Note	Funding in the amount of \$45,000 is available in the Fiscal Year 2018-2019 Operating Budget of the Austin Public Library. Funding in the amount of \$20,000 is available in the Fiscal Year 2018-2019 Operating Budget of the Austin Convention Center Department. Funding for the remaining contract term is contingent upon available funding in future budgets.
Purchasing Language	The Purchasing Office issued Invitation for Bids (IFB) 8500 MHJ1001 for these goods and services. The solicitation issued on July 23, 2018 and it closed on August 21, 2018. The recommended contractor submitted the only responsive offer. A complete solicitation package, including a tabulation of the bid received, is available for viewing on the City's Financial Services website, Austin Finance Online. Link: Solicitation Documents < https://www.austintexas.gov/financeonline/account_services/solicitation/solicitation_details.cfm?sid=126352 >.
For More Information	Inquiries should be directed to the City Manager's Agenda Office, at 512-974-2991 or AgendaOffice@austintexas.gov < mailto:AgendaOffice@austintexas.gov > NOTE: Respondents to this solicitation, and their representatives,

	shall continue to direct inquiries to the solicitation's Authorized Contact Person: Kim Larsen, at 512-974-2261 or Kim.Larsen@austintexas.gov <mailto:Kim.Larsen@austintexas.gov>.
Client Department(s)	Austin Convention Center Department; Austin Public Library.

Additional Backup Information:

The contract will provide furniture upholstery repair services for public use furniture at Austin Public Library (APL) and the Austin Convention Center department (ACCD) locations. This contract will serve over 24 public facilities including the Central Library and the Palmer Events Center.

The APL and ACCD operate public facilities that are heavily used by citizens. The City strives to keep all public facilities clean and welcoming to its many users and this includes public use furniture. Each APL branch and ACCD location is unique and although APL and ACCD observe furniture standards, APL and ACCD do not purchase furniture from a single vendor or manufacturer. Therefore, there are several different types of furniture with different fabric specifications that must be adhered to when performing upholstery repairs. The contract requirements will provide a consistent standard for upholstery repair services to ensure proper, safe, and sustainable furniture practices at the APL and ACCD facilities. The contractor will perform necessary upholstery repair services, replacement of furniture footings, armrests, or caps, and provide all labor, equipment, and supervision for these services.

The contractor will contribute to citywide sustainable initiatives by increasing the useful life of existing furniture as well as reducing the need to purchase new or alternative furniture.

This is a new contract for the APL and ACCD. In the past, these services were performed on a spot-buy basis. The requested authorization amounts were determined using the department's estimated upholstery repair service needs for all APL and ACCD facilities.

Contract Detail:

Contract Term	Length	Contract of Term Authorization
Initial Term	3 yrs.	\$375,000
Optional Extension 1	1 yr.	\$125,000
Optional Extension 2	1 yr.	\$125,000

TOTAL	5 yrs.	\$625,000
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Note:Contract Authorization amounts are based on the City's estimated annual usage.