



**Water & Wastewater Commission
Review and Recommendation**

Commission Meeting Date:	August 21, 2020	COA Strategic Direction:	Health and Environment
Council Meeting Date:	September 3, 2020		
Department:	Purchasing		
Client:	Danielle Lord, Anna Bryan-Borja		
Agenda Item			
Recommend approval to award a multi-term contract with Mobile Mini, Inc., to provide rental and purchase of onsite storage and office units and related services, for up to five years for a total contract amount not to exceed \$1,267,500. Austin Water's requested authorization is \$750,000.			
Amount and Source of Funding			
Funding in the amount of \$21,125 is available in the Fiscal Year 2019-2020 Operating Budget of various City departments. Funding in the amount of \$12,500 is available in Fiscal Year 2019-2020 Operating Budget of Austin Water. Funding for the remaining contract term is contingent upon available funding in future budgets.			
Purchasing Language:	The Purchasing Office issued an Invitation for Bids (IFB) 8600 SBR1005REBID for these goods and services. The solicitation issued on April 20, 2020 and it closed on June 9, 2020. Of the two responses received, the recommended contractor submitted the only responsive offer. A complete solicitation package, including a tabulation of the bids received, is available for viewing on the City's Financial Services website, Austin Finance Online. Link: Solicitation Documents .		
Prior Council Action:	N/A		
Boards and Commission Action:	August 10, 2020 – To be reviewed by the Electric Utility Commission. August 21, 2020 – To be reviewed by the Water and Wastewater Commission.		
MBE/WBE:	This solicitation was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9D 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.		

The contract will provide for the rental or purchase of onsite storage and office units to be used by various departments. Onsite storage and mobile office units provide departments with options for the safe storage of supplies and equipment at the City's facility and the mobilization of staff to manage events and activities when needed. The contractor will supply all the necessary equipment, labor and material needed for the delivery, installation and retrieval of the units.

The prior contract expires on August 25, 2020. The recommended contractor is the previous provider for these goods and services. The requested authorization amount was determined using departments annual requirements and historical spend.

If the City is unable to secure a contract, the departments will be required to secure these goods and services by making spot purchases which may result in higher prices.

Contract Detail:

<u>Contract Term</u>	<u>Length of Term</u>	<u>Contract Authorization</u>
Initial Term	3 yrs.	\$ 760,500
Optional Extension 1	1 yr.	\$ 253,500
Optional Extension 2	1 yr.	\$ 253,500
TOTALS	5 yrs.	\$1,267,500

Note: Contract Authorization amounts are based on the City's estimated annual usage.

PRICE ANALYSIS

- a) Solicitations: 71 notices were sent, including 1 MBE and 5 WBE firms with no M/WBE firms responding.
- b) Cost Analysis: The proposed contract pricing is consistent with a 9.63% increase represented in the market.