



**Water & Wastewater Commission
Review and Recommendation**

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| Commission Meeting Date: | October 14, 2020 | COA Strategic Direction: | Government That Works For All |
| Council Meeting Date: | November 12, 2020 | | |
| Department: | Purchasing | | |
| Client: | Becky Chen, Sherri Hampton, Jonathan Dalchau | | |
| Agenda Item | | | |
| Recommend approval to award a multi-term contract with MTM Recognition Corporation, to provide service awards, for up to five years for a total contract amount not to exceed \$668,800. Austin Water's requested authorization is \$10,000. | | | |
| Amount and Source of Funding | | | |
| Funding in the amount of \$1,834 is available in the Fiscal Year 2020-2021 Operating Budgets for 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 DCM1012REBID1 for these goods. The solicitation issued on January 20, 2020 and it closed on February 20, 2020. Of the five offers received, the recommended contractor submitted the lowest 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: | October 14, 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 required for this solicitation, there were no subcontracting opportunities, therefore, no subcontracting goals were established. | | |

The contract will provide a wide array of service awards such as service pins, medals, and plaques for City departments to hand out during award ceremonies to distinguished employees. Service awards will be managed by each department and will be ordered on an as needed basis. This contract will streamline and standardize service award materials and approved logos to support the message of the City. This reduces one-off designs and distortion of service awards for City departments.

The recommended contractor is not the current provider for these goods. This contract will replace several contracts that City departments have been using for these goods. The requested authorization amount was determined using departmental estimates based on historical spend and future usage.

If the City is unable to secure a contract, the departments will be forced to procure service awards on an as needed basis which may result in higher prices and delays in production.

Contract Detail:

| <u>Contract Term</u> | <u>Length of Term</u> | <u>Contract Authorization</u> |
|-----------------------------|------------------------------|--------------------------------------|
| Initial Term | 3 yrs. | \$401,280 |
| Optional Extension 1 | 1 yr. | \$133,760 |
| Optional Extension 2 | 1 yr. | \$133,760 |
| TOTAL | 5 yrs. | \$668,800 |

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

PRICE ANALYSIS

- a) Solicitations: 322 notices were sent, including 11 MBE and 4 WBE firms with no M/WBE firms responding.
- b) Cost Analysis: The proposed contract is consistent with a 25.9% decrease in the market.