



Recommendation for Action

File #: 23-1552, Agenda Item #: 13.

4/20/2023

Posting Language

Authorize execution of a contract for courier services with Ralph Riojas d/b/a Ralph Riojas Enterprises, for a term of five years in an amount not to exceed \$865,000.

[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 services required for this solicitation, there were no subcontracting opportunities; therefore, no subcontracting goals were established].

Lead Department

Financial Services Department.

Client Department(s)

All City Departments.

Fiscal Note

Funding in the amount of \$100,919 available in the Fiscal Year 2022-2023 Operating Budget of various City departments. Funding for the remaining contract term is contingent upon available funding in future budgets.

Purchasing Language:

The Financial Services Department issued an Invitation for Bids (IFB) 7500 ALD1007 for these services. The solicitation was issued on September 19, 2022, and closed on October 25, 2022. Of the two 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:

https://financeonline.austintexas.gov/afo/account_services/solicitation/solicitation_details.cfm?sid=13695.

For More Information:

Respondents to this solicitation, and their representatives, shall continue to direct inquiries to the solicitation's Authorized Contact Person: Bartley Tyler, at 512-974-2023 or Bartley.Tyler@austintexas.gov.

Additional Backup Information:

The contract will provide a courier for scheduled and on-call services for same day delivery to transport documents and packages throughout the City. Services provided include picking up and delivering mail from the Post Office and City mailrooms, distributing interoffice documents and packages between City buildings, and other courier services as needed. These services will be used to augment City staff performing similar services and will support the City Manager, the Human Resources Department, the Building Services Department, Austin Water, Municipal Courts, Fleet Mobility Services, and the Parks and Recreation Department.

This contract will replace two contracts which expired on March 9, 2023. The recommended contractor is one of the previous providers for these services. The requested authorization amount for this contract was

determined using departmental estimates and historical expenditures and allows for additional route options to be added as necessary.

If a contract is not secured, the City will have to perform repetitive spot purchases that increase administrative costs for collecting and distributing documents throughout the City.