



## Recommendation for Action

**File #:** 23-8561, **Agenda Item #:** 8.

10/19/2023

### **Posting Language**

Authorize an amendment to a contract for continued interment and burial services with Interment Services Inc., to extend the term by two years and to increase the amount by \$2,065,000 for a revised total contract amount not to exceed \$11,011,000.

[Note: This contract was awarded in compliance with City Code Chapter 2-9C (Minority and Women Owned Business Enterprise Procurement Program). There are no subcontracting opportunities associated with the contract, therefore no goals were established].

### **Lead Department**

Financial Services Department.

### **Client Department(s)**

Parks and Recreation Department.

### **Fiscal Note**

Funding in the amount of \$1,032,500 is available in the Fiscal Year 2023-2024 Operating Budget of the Parks and Recreation Department. Funding for the remaining contract term is contingent upon available funding in future budgets.

### **Purchasing Language:**

Contract Amendment.

### **Prior Council Action:**

June 27, 2013 - Council approved original contract, item 48, on a 7-0 vote.

November 15, 2018 - Council approved an amendment, item 36, on a 9-1 vote with Mayor Pro Tem Tovo off the dais.

November 18, 2021 - Council approved an amendment, item 22, on a 10-1 vote, with Council Member Fuentes off the dais.

### **For More Information:**

Direct questions regarding this Recommendation for Council Action to the Financial Services Department - Central Procurement at: [FSDCentralProcurementRCAs@austintexas.gov](mailto:FSDCentralProcurementRCAs@austintexas.gov) or <mailto:FSDCentralProcurementRCAs@austintexas.gov> or 512-974-2500.

### **Council Committee, Boards and Commission Action:**

August 28, 2023 - Recommended by the Parks and Recreation Board on an 8-0 vote with one vacancy.

### **Additional Backup Information:**

The proposed amendment will provide continued interment and burial services at the five City municipal cemeteries: Oakwood Cemetery, Oakwood Annex, Evergreen Cemetery, Austin Memorial Park Cemetery, Plummers Cemetery; and maintenance on a quarterly basis of a historic family cemetery located in Longview Park. Interment services include burials, memorial urns, mausoleums, and related services pertaining to interment. Through the Parks and Recreation Department's (PARC) partnership with the contractor, PARC has been able to provide interment and burial services to the Austin community since 1990.

The lingering economic conditions resulting from the pandemic created challenges and obstacles for Cemetery Operations to fully hire the necessary staff to train for the additional interment/burial services. In addition, the same complications resulted in longer than anticipated supply chain issues with purchasing and acquiring the necessary equipment and machinery to perform these duties, and to ensure proper staff training operations. The proposed amendment allows staff time to assume the increased responsibilities and duties associated with these services with only City personnel. The current contract was approved by Council in 2013, with the requirement to return to Council for approval of contract extension options. The contract expires November 28, 2023, with one additional five-year extension option. The Cemetery Division estimates the need to outsource these services for an additional two years, rather than extend the five years, with the following condition: the contractor will continue with all adult services including any reinterment/disinterment duties, while the City assumes responsibility for all other interment services (child interment, headstone setting, grave revegetation). At the end of the two-year period, PARC plans to transition all burial and interment services to City personnel.

If the proposed amendment is not secured, the City risks incurring increased costs due to the limited number of capable providers for these services.

**Contract Detail:**

<b><u>Contract Term</u></b>	<b><u>Length of Term</u></b>	<b><u>Current Contract Authorization</u></b>	<b><u>Requested Additional Authorization</u></b>	<b><u>Revised Total Authorization</u></b>
Initial Term	5 yrs.	\$3,875,000		\$3,875,000
Contract Amendment		\$ 59,000		\$ 59,000
Extension Option 1	3 yrs.	\$2,790,000		\$2,790,000
Extension Option 2		\$2,222,000		\$2,222,000
Proposed Amendment	2 yrs.		\$2,065,000	\$2,065,000
<b>TOTAL</b>	<b>10yrs.</b>	<b>\$8,946,000</b>	<b>\$2,065,000</b>	<b>\$11,011,000</b>

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