



City of Austin

Recommendation for Action

File #: 24-4594, Agenda Item #: 40.

5/30/2024

Posting Language

Authorize execution of a contract for citywide locksmith services with Right Choice Locksmith LLC d/b/a Sure Lock & Key LLC, for up to five years for a total contract amount not to exceed \$5,000,000.

[Note: This solicitation was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9B (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 \$416,667 is available in the Fiscal Year 2023-2024 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) 5000 RGW1021 for these services. The solicitation was issued on January 8, 2024, and closed on February 6, 2024. Of the four 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. This information can currently be found at

https://financeonline.austintexas.gov/afo/account_services/solicitation/solicitation_details.cfm?sid=140292.

For More Information:

Direct questions regarding this Recommendation for Council Action to the Financial Services Department - Central Procurement at: FSDCentralProcurementRCAs@austintexas.gov or 512-974-2500. Respondents to the solicitation and their Agents should direct all questions to the Authorized Contact Person identified in the solicitation.

Additional Backup Information:

This contract will provide all-inclusive security locking hardware, locksmith, and safe services, including repairs at several City locations and vehicles. Locksmith services play a critical role in ensuring the safety, security, and functionality of our city's facilities. The Building Services Department processes more than 200 work orders annually related to keys and locks for City departments. Services requested include, but are not limited to:

- Emergencies such as lockouts or malfunctioning locks;

- Key management, critical for maintaining security and controlling access to sensitive areas within our facilities;
- Regular maintenance of locks and security systems to prevent potential malfunctions or failures, and
- Security upgrades and enhancements to strengthen potential vulnerabilities.

The services described are for use by various City departments on an as-needed basis.

The contract will replace a contract which expires June 13, 2024. The requested authorization amount was determined using departmental estimates based on historical spending as well as forecasting for future needs. The recommended contractor is not the current provider of these services.