



City of Austin

Recommendation for Action

File #: 26-2603, **Agenda Item #:** 11.

10/8/2026

Posting Language

Authorize two contracts for service awards for all City departments with Crown Awards and MTM Recognition Corporation, each for an initial term of two years in an estimated amount of \$244,000 with up to three one-year extension options each in an estimated amount of \$122,000 for total contract amounts not to exceed \$610,000, divided between the contractors. Funding: \$122,000 is available in the Fiscal Year 2026-2027 Operating Budgets of various City departments. Funding for the remaining contract term is contingent upon available funding in future budgets.

Lead Department

Austin Financial Services.

Client Department(s)

All City Departments.

Fiscal Note

Funding in the amount of \$122,000 is available in the Fiscal Year 2026-2027 Operating Budgets of various City departments. Funding for the remaining contract term is contingent upon available funding in future budgets.

Procurement Language:

Austin Financial Services issued an Invitation for Bids solicitation IFB 5000 RBB1012 for these goods. The solicitation was published on May 25, 2026, and closed on June 30, 2026. Of the four offers received, the bids submitted by the recommended contractors were the lowest responsive bids received. A complete solicitation package, including a tabulation of the bids received, is available for viewing on the City's website. This information can currently be found at

https://financeonline.austintexas.gov/afo/account_services/solicitation/solicitation_details.cfm?sid=143662.

MBE/WBE:

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 goods required for this solicitation, there were no subcontracting opportunities; therefore, no subcontracting goals were established.

For More Information:

Direct questions regarding this Recommendation for Council Action to Austin Financial Services - 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:

These contracts will provide a standardized selection of service awards-such as pins, medals, and plaques-for City departments to present during employee recognition ceremonies. Standardizing award materials and approved logos ensures consistency across all City departments and helps eliminate one-off designs or

distorted branding.

This contract will replace a contract that expires November 15, 2026. One of the recommended contractors is the current provider for these goods. The requested authorization amount was determined using departmental estimates based on historical spending and departmental estimates of future needs.

If these contracts are not approved, service awards for upcoming employee recognition ceremonies may be delayed, which could impede the timely acknowledgment of employee milestones and negatively affect overall morale during these events.

Contract Details:		
Contract Term	Length of Term	Contract Authorization
Initial Term	2 years	\$244,000
Optional Extension 1	1 year	\$122,000
Optional Extension 2	1 year	\$122,000
Optional Extension 3	1 year	\$122,000
Total	5 years	\$610,000

Note: Contract authorization amounts are based on the City's estimated annual usage and may be more or less in the initial term and in each exercised optional extension; however, the total contract amount will not exceed \$610,000.