

Legislation Text

File #: 17-669, Version: 1

Presenter/Contact
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SUBJECT:

Approval of the renewal of annual contracts for the following services: administrative support for Community Development Block Grants, ambulance billing and related professional services, fleet fuel services, and litter and floating vegetation removal services.

BACKGROUND / RATIONALE:

On November 14, 2016, the City Council provided consent for a quarterly review and approval of renewals for various annual contracts that occur throughout the course of a fiscal year which are routine in nature and in accordance with the terms and conditions of the associated awarded contracts (which were originally approved by City Council). Quarterly approvals manage staff resources more efficiently as well as ensure compliance with the contracts' terms and conditions. Contract renewals that have any requested modifications, such as a significant increase or decrease in services or costs, will continue to be presented to City Council for individual consideration.

The City Council has previously reviewed and approved the following annual contracts for various goods and services utilized for City operations; the contracts described below require Council authorization for contract renewal. All goods and services have been competitively vetted and contracts have subsequently been executed on various dates in previous years. All awarded contractors have provided satisfactory performance during the term of their associated contract.

Renewal of Annual Contract for Administrative Support for Community Development Block Grants:

- Goods/Services Provided: provision of administrative and grant management services for the Community Development Block Grant (CDBG) program.
- City Department: Finance, CDBG division
- Solicitation Method: Request for Proposal
- Contract Award Date: June 27, 2016
- Awarded Contractor(s): Paula Harper d/b/a Community Solutions
- Contract Expiration Date: October 31, 2018; no renewal options remaining
- Annual Cost of Services During Renewal Period: \$55,609; no price increase from previous contract term.

Renewal of Annual Contract for Right-of-Way Consulting Services:

- Goods/Services Provided: right-of-way (ROW) services include ROW administration, title and closing services, appraisals, relocation assistance, and land planning.
- City Department: Citywide

- Solicitation Method: Request for Qualifications
- Contract Award Date: October 28, 2013
- Awarded Contractor(s): Alterra Design Group; Contract Land Staff, LLC; HDR Engineering, Inc.; JLL Valuation & Advisory Services, LLC (formerly Integra Realty Resources - Austin); Lockwood Andrews & Newnam, Inc.; Menn & Associates; and Paul Hornsby & Company, Inc.
- Contract Expiration Date: October 31, 2018; no renewal options remaining
- Annual Cost of Services During Renewal Period: ROW services occur on an as-needed basis; therefore the cost is incorporated into the appropriate capital project or departmental budgets. Any specific scope of service that exceeds \$25,000 will be presented to Council for approval. In FY 2016-17, the City spent less than \$25,000 the referenced contracts for right-of-way consulting services.

Renewal of Annual Contract for Ambulance Billing and Related Professional Services:

- Goods/Services Provided: Ambulance billing, accounts receivables management, and collection services.
- City Department: Fire Department
- Solicitation Method: Request for Proposal
- Contract Award Date: December 1, 2013
- Awarded Contractor: Advanced Data Processing, Inc. a subsidiary of Intermedix Corporation
- Contract Expiration Date: December 1, 2018; with additional renewal options remaining
- Annual Cost of Services During Renewal Period: Awarded contractor has agreed to renew the contract with a reduced compensation rate of 5.5% from a previous rate of 7.95%. The City has received an average of 1.78 million per year since 2013.

Renewal of Annual Contract for Fleet Fuel Services:

- Goods/Services Provided: Fleet fuel services that allow the City to purchase fuel at Contractor's negotiated prices; Contractor also provides fleet fuel management system for reporting purposes.
- City Department: Citywide
- Solicitation Method: Request for Proposal
- Contract Award Date: December 9, 2013
- Awarded Contractor: FleetCor Technologies Operating Company
- Contract Expiration Date: December 31, 2018; with no renewal options remaining
- Annual Cost of Services During Renewal Period: Awarded contractor has agreed to renew the contract with no price increase. In FY 2017, the City spent approximately \$815,000 for fleet fuel services.

Renewal of Annual Contract for Litter and Floating Vegetation Removal Services:

- Goods/Services Provided: performance of litter and floating vegetation removal services from above and below the water surface in riparian zones.
- City Department: Parks and Recreation Department, River Operations division
- Solicitation Method: Competitive Sealed Proposal
- Contract Award Date: January 23, 2017
- Awarded Contractors: Pristine Texas Rivers, Inc.

- Modified Contract Expiration Date: December 31, 2018; with 3, 1-year renewal options remaining.
- Annual Cost of Services During Renewal Period: Not to Exceed \$166,943; no price increase from previous contract term.

ADDRESSES A NEED/ISSUE IN A CITY PLAN OR COUNCIL PRIORITY:

Yes	Strategic Priorities:	9. Maintain fiscal stability of City operations
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FISCAL IMPACT:

Funding for all expenditures above was incorporated into the appropriate FY 2017-18 departmental budgets. Therefore, sufficient funds are available to renew the contracts as described above.

COMMITTEE RECOMMENDATION:

N/A

STAFF RECOMMENDATION:

Staff recommends approval of the renewal of annual contracts for the following services: administrative support for Community Development Block Grants, ambulance billing and related professional services, fleet fuel services, and litter and floating vegetation removal services.