



APPROVED
BY THE CITY COUNCIL

MAY 19 1998

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OFFICE OF THE
CITY CLERK

DEPARTMENT OF
FINANCE

PROCUREMENT SERVICES DIVISION

CITY OF SACRAMENTO
CALIFORNIA

May 19, 1998

PS:Admin:98027:RBH:DK:bd

CO 98-061

5730 - 24TH STREET
BUILDING FOUR
SACRAMENTO, CA
95822-3699

PH 916-433-6240
FAX 916-399-0263

City Council
Sacramento, California

Honorable Members In Session:

SUBJECT: ADOPTION OF SPECIFICATIONS AND AWARD OF RFP NO. 1776, TRAVEL AGENT SERVICES IN A TOTAL AMOUNT NOT TO EXCEED \$130,000.00 PER YEAR

LOCATION AND COUNCIL DISTRICT: City-wide; All districts

RECOMMENDATION:

Staff recommends that the City Council adopt the specifications used in Request For Proposal (RFP) No. 1776 for Travel Agent Services, and award the contract to Uniglobe Capital Travel, Inc., 600 "I" Street, Sacramento, CA 95814 in a total amount not to exceed \$130,000.00 per year.

CONTACT PERSON:

Betty Renz, Accounts Payable Supervisor, 264-7944
Dennis Kerhulas, Senior Buyer, 433-6240

FOR COUNCIL MEETING: May 19, 1998

SUMMARY:

Sealed proposals were received on April 15, 1998 for furnishing travel related services in accordance with the specifications set forth in RFP No. 1776. Staff recommends that the City Council adopt the RFP specifications and award a contract for Travel Agent Services, which can be used by all City Departments.

BACKGROUND INFORMATION:

On March 18, 1998, Request For Proposal (RFP) No. 1776 for Travel Agent Services was issued by the City Clerk on behalf of the Procurement Services Division. Sealed proposals were publicly opened by the City Clerk on April 15, 1998. The resulting contract will provide travel related services for the officers and employees of the City when engaged in travel for City business. Contracting for such services is intended to ensure that all City authorized travelers will travel with maximum efficiency, comfort, economy, and within the guidelines of City policies and procedures. Travel services will include, but not be limited to, making of airline reservations, issuance and delivery of airline tickets to designated and

authorized City locations, and arranging lodging and rental vehicles. The Contractor will oversee and coordinate all aspects of these services.

Uniglobe Capital travel was the only travel agency to submit a proposal. This firm has been the City's designated travel agency for the last three (3) years and has demonstrated the capability to comply with the City's contract specifications. Therefore, staff recommends that the Council authorize a contract for travel agent services with Uniglobe Capital Travel in a total amount not to exceed \$130,000.00 per year, which reflects the approximate amount anticipated to be expended each year of this potential four-year contract.

FINANCIAL CONSIDERATIONS:

Funding for Travel Agent Services will come from various City department budgets. Annual expenditures will vary, depending upon the amount of travel during the year and the need for travel-related services. Except for a \$10.00 processing fee for each airline ticket issued, the cost to the City for all travel agent services is limited under the contract to the charges actually levied by the carriers and other service providers. The processing fee, which is charged at the time of ticketing, is being assessed due to industry-wide reductions in airline commissions for travel agencies. Otherwise, the Contractor will not be compensated directly by the City for services provided, unless specified by the City.

ENVIRONMENTAL CONSIDERATIONS:

Ongoing administrative and maintenance activities, such as purchases of supplies, equipment or materials which are not made for purposes of a public works construction project, do not constitute a "project" and are exempt from the California Environmental Quality Act (CEQA). CEQA Guidelines, Sections 15061(b)(1), 15378(b)(3).

POLICY CONSIDERATIONS:

This recommendation is consistent with the requirements for competitive bidding as detailed in Title 57 of the Sacramento City Code.

MBE/WBE EFFORTS:

Requests for proposals were sent to 14 travel agencies, one of which is an M/WBE firm. Uniglobe Capital Travel, which is recommended for award, is a City-certified M/WBE firm.

Respectfully Submitted,



Robert B. Holbrook
Procurement Services Manager

RECOMMENDATION APPROVED:



WILLIAM H. EDGAR
City Manager