City of Austin

Recommendation for Action

File #: 26-2187, **Agenda Item #:** 30. 8/27/2026

Posting Language

Authorize an amendment to a contract for continued courier services, including the transportation of interoffice mail, deposits, checks, utility payments, documents, outgoing bills, and other City materials, for all City departments with Ralph Riojas d/b/a Ralph Riojas Enterprises, in the amount of $180,000 for a revised total contract amount not to exceed $1,045,000. Funding: $9,000 is available in the 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 $9,000 is available in the Fiscal Year 2025-2026 Operating Budgets of various City departments.

Funding for the remaining contract term is contingent upon available funding in future budgets.

Procurement Language:

Contract Amendment.

MBE/WBE:

This contract was awarded in compliance with the 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.

Prior Council Action:

April 20, 2023 - Council approved a contract for courier services with Ralph Riojas d/b/a Ralph Riojas Enterprise.

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.

Additional Backup Information:

The proposed amendment will allow for continued citywide courier services for all City departments, including the transportation of interoffice mail, deposits, checks, utility payments, documents, outgoing bills, and other City materials.

The continued use of courier services is necessary to meet operational needs across City departments by providing timely and secure transport of City materials, supporting scheduled routes and as-needed delivery requests, and maintaining tracking, proof of delivery, and secure handling during transport. The requested increase will ensure sufficient contract authority is available for projected departmental spend through the remaining contract term.

Contract Details:

Contract Term	**Length of Term**	**Contract Authorization**	**Requested Additional Authorization**	**Revised Total Authorization**
05/10/2023 - 05/09/2028	5 years	$865,000		$865,000
Proposed Authority Increase			$180,000	$180,000
Total	**5 years**	**$865,000**	**$180,000**	**$1,045,000**

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