



City Council Report

Date: October 20, 2014
To: City Council
Through: Alex Deshuk, Manager of Technology and Innovation
From: Edward Quedens, MPA, C.P.M., CPPO, Business Services Director
Matt Bauer, MBA, CPPO, CPPB, CPSM, Procurement Administrator
Subject: Three-Year Term Contract for ID Badging Supplies for the Police Department
(Citywide)

Purpose and Recommendation

Council is requested to approve the Term Contract for ID Badging Supplies as recommended. A committee representing the Police Department and Purchasing evaluated responses.

The evaluation committee recommends awarding the contract to the highest scored and lowest priced proposal from Bender Associates, Inc. at \$45,000.00 annually, based on estimated requirements.

Background and Discussion

This contract will provide miscellaneous ID badging supplies for the Police Department, Security Services. The Badging Office is responsible for printing identification badges for all City employees, temporary employees, volunteers and contractors. City policy requires anyone functioning on behalf of the City of Mesa be issued an official photo ID displayed while on City property.

The Badging Office estimates printing and issuing between 9,000 and 12,000 badges annually. The inventory of badging supplies needed is subject to change as it is dependent upon increases to personnel, volunteers, contract work or special projects requiring identification.

Staff from the Police Department evaluated the proposals based on the evaluation criteria listed in the solicitation document. The highest scored and lowest priced proposal offer, Bender Associates, Inc. is being recommended for award. The evaluation committee unanimously agreed on the recommendation.

Bender Associates has been in business for over thirty years and has provided badging supplies to the City for the past several years. Police staff has experienced a positive a working relationship with the vendor. Bender Associates would not need to "set up" any of their product if continuing services with the City. Bender Associates will provide nine support staff members, delivery within one week, and a two percent discount if payment is made within ten days.

Alternatives

Council may choose not to authorize the purchase and new responses will be solicited.

Fiscal Impact

The annual contract is funded by the Police department operating budget.

Coordinated With

Police and Purchasing

PURCHASING INFORMATION

Action: Initial Award

Procurement Type: Request for Proposals

Solicitation Number: 2015009

Vendors Registered: ProcureAZ (578) and Vendor Self Service (27)

Advertising: Arizona Republic, Bid Net, Record Reporter, Purchasing Website

Downloads: Twenty-Three

Responses: Two, and one No Bid response

Local Consideration: Policy did not apply to this procurement method

Protests Received: None

Initial Contract Term: Three years

Possible Renewals: Two, one-year renewal subject to future Council consideration

Pricing: All pricing shall be firm for the initial term of the contract except where otherwise provided by the specifications, and include all transportation, insurance and warranty costs. Future price increases are capped by the Consumer Price Index.

Pricing Available to Other Cooperative Agencies: Yes

Proposals received on August 21, 2014:

Bender Associates, Inc. - Tempe, AZ

Photomart Corporation dba ID Solutions - Scottsdale, AZ

"No Bid" Response received from:

Diggs' Logo Products

Proposal Scoring Results:

Evaluation Criteria / Possible Points	Bender Associates, Inc. Tempe, AZ	ID Solutions Scottsdale, AZ
Firm's Business Reputation & Qualifications / 40 Points	39	37
Firm's Ability to Meet Specifications / 40 Points	40	36
Pricing & Compensation / 20 Points	20	19
Total / 100 Points	<u>99</u>	92

AWARD RECOMMENDATION

Bender Associates, Inc.
Tempe, AZ

Description
<p>ID Badging Supplies per Terms and Conditions, Specifications and Pricing as offered</p> <p>Annual Contract Amount: <u>\$45,000.00</u></p>