



City Council Report

Date: December 2, 2019
To: City Council
Through: Michael Kennington, Deputy City Manager/Chief Financial Officer
From: Edward Quedens, Business Services Director
Matt Bauer, Procurement Administrator
Subject: Three-Year Term Contract with Two Years of Renewal Options for Badging Supplies for the Police Department **(Citywide)**

Recommendation

Council is requested to approve the award as recommended.

A committee representing the Police Department and Purchasing evaluated responses. The evaluation committee recommends awarding the contract to the highest scored proposal from Rockwest Technology Group, Inc., dba Multicard at \$61,600 annually, with an annual increase allowance of up to 5% or the adjusted Consumer Price Index.

Background / Discussion

The Mesa Police Department – Security Services Division, 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 ID also works in conjunction with access control and monitoring operations.

This contract will provide security, badging supplies to include access cards, printing film, ID card stock, ID holders, and other related electronic access software, hardware and accessories. The Badging Office prints and issues between 9,000 and 12,000 badges annually. The Office also supplies a carrying device to display the badge and custom lanyards that identify contractors, volunteers and other specialty groups.

The City received four proposals of which all met the minimum qualifications. The evaluation committee scored the four proposals based on the criteria stated in the solicitation. Award is recommended to the highest scored respondent, Rockwest Technology Group, Inc., dba Multicard. The evaluation was conducted by and points were awarded by consensus by the evaluation committee. The evaluation committee unanimously agreed on the recommendation.

Purchase Information

Action: Award

Procurement Type: Request for Proposals

Contract Number: 2020023

Local Consideration: Not applicable as there were no Mesa responses

Protests Received: None

Initial Contract Term: Three years

Possible Renewals: Up to a maximum of two years, renewals subject to Administrative review and approval

Funding Source: Police Department operating budget

Proposal Responses

Bender Associates, Inc. - Tempe, AZ

ColorID, LLC - Cornelius, NC

Rockwest Technology Group, Inc., dba Multicard - Los Angeles, CA

IRIS Ltd., Inc., dba The Iris Companies - Fleetwood, PA

No Bid Response received from:

Office Depot, Inc.

Crown Press

Final Scoring

Respondent	Total Points Possible / 1,000
Rockwest Technology Group, Inc., dba Multicard (Recommended)	<u>856.24</u>
ColorID, LLC	854.14
IRIS Ltd., Inc., dba The Iris Companies	833.33
Bender Associates, Inc.	825.80