



City Council Report

Date: September 22, 2025
To: City Council
Through: Michael Kennington, Deputy City Manager/Chief Financial Officer
From: Edward Quedens, Business Services Director
Kristy Garcia, Procurement Administrator
Subject: Three-Year Term Contract with Two-Year Renewal Options for Fabrication and Installation of Parks and Facility Signs for the Parks, Recreation, and Community Facilities Department **(Citywide)**

Recommendation

Council is requested to approve the award as recommended.

A committee representing the Arts and Culture, Library Services, and Parks, Recreation, and Community Facilities Departments and Procurement Services evaluated responses and recommend awarding the contract to the highest scored proposal from Sierra Signs & Service, Inc. (a Mesa business) at \$541,500 annually, with an annual increase allowance of up to 5%, or the adjusted Producer Price Index.

Background / Discussion

This purchase will provide a Contractor to design, provide plans, fabricate, and install new or repair existing park identification (ID), rule and building ID signs, and other signage in various parks and facilities throughout the City.

City staff issued a Request for Proposal (RFP) to all registered Fabrication and Installation of Parks and Facility Signs providers. Three proposal responses were received. Excalibur only submitted a generic pricing sheet with no other proposal documents and was deemed non-responsive. The remaining two proposals met the minimum requirements and were evaluated and scored in accordance with the City's established policies and procedures and relative to the scoring criteria in the solicitation. Based on the evaluation results, the committee recommends awarding the contract to the highest-scoring respondent.

Purchase Information

Action: Award
Procurement Type: Request for Proposals
Contract Number: 2025201
Local Consideration: Policy did not apply to this procurement method
Initial Contract Term: Three years
Possible Renewals: Up to a maximum of two years subject to Administrative review and approval

Funding Source: Capital General Fund

Proposal Responses

Sierra Signs & Service, Inc.
Mesa, AZ

Summit West Signs
Mesa, AZ

No-bids received

G&T Miller, LLC dba Fastsigns of West Mesa

Bids deemed non-responsive

Excalibur (pricing submitted was not for items requested, no other documents included)

Proposal Scoring Results

Respondent	Total Points Possible / 500
Sierra Signs & Service, Inc. (Recommended)	475.54
Summit West	441.25