



City Council Report

Date: August 19, 2024
To: City Council
Through: Michael Kennington, Deputy City Manager/Chief Financial Officer
From: Edward Quedens, Business Services Director
Kristy Garcia, Procurement Administrator
Subject: Four-Year Term Contract with up to Six-Year Renewal Options for Museum Collections Solutions for the Arts and Culture Department as requested by the Department of Innovation and Technology **(Citywide)**

Recommendation

Council is requested to approve the award as recommended.

A committee representing the Department of Innovation and Technology, Arizona Museum of Natural History, the Mesa Contemporary Arts Museum and Procurement Services evaluated responses. The evaluation committee recommends awarding the contract to the highest-scored proposal from Gallery Systems, LLC., at \$197,000 for the first year and up to \$75,000 annually thereafter, with an annual increase allowance of up to 5% or the adjusted Consumer Price Index.

Background / Discussion

The City of Mesa Arts and Culture Department is seeking to replace the collections systems in both the Arizona Museum of Natural History and the Mesa Contemporary Arts Museum with a modern system for both museums. Some features of the new system will include the ability to capture an object's present condition, and deaccession history, track specimens and/or objects on exhibits or have been on exhibits, capture the name and institution of the lender, location description and location coordinates of the item's original discovery, as well as track lending and exhibition history.

Staff issued a Request for Proposal (RFP) to all registered and known Museum Collections Solutions providers. Two (2) proposals were received, both of which met the minimum requirements. The proposals were evaluated by a committee based on the evaluation criteria as stated in the solicitation. The proposal from Gallery Systems, LLC. scored 1,641.99 out of 2,500 points and is being recommended for award. The evaluation committee unanimously agreed on the recommendation.

Purchase Information

Action: Award
Procurement Type: Request for Proposals
Contract Number: 2024010

Protests Received: None

Local Consideration: Policy did not apply to this procurement method

Initial Contract Term: Four (4) years

Possible Renewals: Up to a maximum of six (6) years subject to Administrative review and approval

Funding Source: Arts and Culture Operating Budget through the Arts and Culture Fund

Proposal Responses

Gallery Systems, Inc. – New York, NY (Recommended)

Collector Systems, LLC – New York, NY

Proposal Scoring Results

Total Possible Points	Collector Systems, LLC.	Gallery Systems, Inc.
2,500.00	1,621.91	1,641.99