



City Council Report

Date: August 26, 2024
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 Overhead Door Preventative Maintenance and Repair Services for the Facilities Management Department (**Citywide**)

Recommendation

Council is requested to approve the award as recommended. The Facilities Management Department and Procurement Services recommend awarding the contract to the single responsive, and responsible respondent, DH Pace Company, Inc. at \$409,000 annually, with an annual increase allowance of up to 5% or the adjusted Consumer Price Index.

Background / Discussion

This contract is to perform preventative maintenance functions on overhead doors located at City of Mesa owned and operated facilities. These large doors are used primarily as vehicle entrances in Fire Stations, Police Stations, and Fleet Service locations. Other locations on this contract include storage areas, stages, and concession stand entrances.

Staff issued a Request for Proposal (RFP) to all registered and known overhead door preventative maintenance & repair service contractors. One (1) proposal was received from DH Pace Company. Procurement Services canceled the solicitation due to lack of competition and re-issued the solicitation, but once again, DH Pace Company was the only respondent. Staff determined the single respondent met the requirements of the solicitation and is therefore being recommended for award.

Staff conducted research and several companies said they were unwilling to abide by the 24/7 on-call requirements. The on-call requirement is necessary in the event a door at a fire station breaks and needs immediate repair.

Purchase Information

Action: Award
Procurement Type: Request for Proposals
Contract Number: 2024174
Local Consideration: Policy did not apply to this procurement method
Protests Received: None
Initial Contract Term: Three (3) years

Possible Renewals: Up to a maximum of two (2) years subject to Administrative review and approval

Funding Source: Facilities Management operating budget

Proposal Responses

DH Pace Company, Inc.
Tempe, AZ

(Recommended)