



City Council Report

Date: October 5, 2020
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 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 Parks, Recreation and Community Facilities Department and Purchasing evaluated responses. The evaluation committee recommends awarding the contract to the highest scored proposal from Sierra Signs & Service, Inc. (a Mesa business), at \$298,000 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 fabricate and install new park identification (ID), rule and building ID signs in various parks throughout the City. The Parks, Recreation and Community Facilities Department (PRCF) deploys the use of park ID signs, basin ID signs, rules signs and other signs throughout the City's parks system for park identification and to inform and assist patrons in the proper use of park properties.

The City received seven proposal responses of which, all respondents met the minimum qualifications. The evaluation committee evaluated the proposals in accordance with the City's established policies and procedures and completed the final scoring against the scoring criteria in the solicitation. As a result, the committee is recommending award to the highest scored proposal, Sierra Signs & Service, Inc. The evaluation was conducted by and points were awarded by consensus by the evaluation committee.

Purchase Information

Action: Award
Procurement Type: Request for Proposals
Contract Number: 2020212
Local Consideration: Policy did not apply to this procurement method
Protests Received: None
Initial Contract Term: Three Years

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

Funding Source: Parks, Recreation and Community Facilities operating budget and Facilities Maintenance operating budget

Proposal Responses

ACSM, Inc. - Charlotte, NC

Bluemia - Tempe, AZ

Complete Signs - Dothan, AL

Fluoresco Services, LLC - Phoenix, AZ

Sierra Signs & Service, Inc. - Mesa, AZ

Southwest Scenic Group, Inc. - Tempe, AZ

United Signs, LLC - Norcross, GA

No Bid response received from:

Phoenix Rubber Stamp - Phoenix, AZ

Final Scoring

Respondent	Total Points Possible / 250
Sierra Signs & Service, Inc. (Recommended)	<u>245.00</u>
Fluoresco Services, LLC	207.34
Bluemia	204.58
ACSM, Inc.	198.13
United Signs, LLC	163.75
Complete Signs	149.04
Southwest Scenic Group, Inc.	141.50

AWARD RECOMMENDATION

Fabrication and Installation of Parks and Facility Signs per Contract No.
2020212

Base Bid	\$229,264.00
Sales Tax	\$22,835.00
20% Contingency Request	<u>\$45,853.00</u>
Total	<u>\$297,952.00</u>
Annual Contract Amount Requested	<u>\$298,000.00</u>