



City Council Report

Date: January 11, 2021
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 Bus Shelter Maintenance and Repair Services for the Transit Services Department **(Single Response) (Citywide)**

Recommendation

Council is requested to approve the award as recommended.

The Transit Services Department and Purchasing recommend awarding the contract to the qualified, single respondent, A Mind for Detail (a Mesa business) at \$420,460 annually, with an annual increase allowance of up to 5% or the adjusted Consumer Price Index.

Background / Discussion

This contract will provide bus shelter maintenance on a scheduled basis, and repair services on an as needed, where needed basis. Work under this contract will include cleaning, trash service, pressure washing, minor repairs and other related services for bus stops, shelters and bus rapid transit stations, transit centers and park and rides within the City. The Contractor is required to supply all incidental materials for this contract.

The City issued a Request for Proposal on 10/19/2020 for Bus Shelter Maintenance and Repair Services. One proposal from A Mind for Detail (the incumbent contractor) was received on 11/17/2020. Purchasing reached out to contractors who downloaded a bid packet and who attended the pre-proposal meeting to inquire as to why they did not submit a response. One contractor responded they did not have the resources at this time to complete the work as outlined in the solicitation. Another contractor stated their business does not perform these types of services. A third contractor said they could not meet the requirements to submit a response.

Since only one response was received, the City was not able to perform a comparative analysis. A Mind for Detail's response was evaluated in accordance with the City's established policies and procedures. Their response was found to be responsive to the requirements of the RFP. Contractors were given ample time to respond and the pricing submitted was determined as fair and reasonable. It is in the City's best interest to award this contract to the sole respondent, a Mind for Detail.

Purchase Information

Action: Award

Procurement Type: Request for Proposals

Contract Number: 2021033

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: Transit Services Department operating budget (General Fund - Operations and Maintenance)

Single Proposal Response

A Mind for Detail - Mesa, AZ