



# City Council Report

**Date:** September 13, 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 Shade Screen Canopy Repairs and Replacements for the Parks, Recreation and Community Facilities and Water Resources Departments **(Citywide)**

## Recommendation

Council is requested to approve the award as recommended.

A committee representing the Parks, Recreation and Community Facilities Department (PRCF) and Purchasing evaluated responses. The evaluation committee recommends awarding the contract to the highest scored proposal from Shade Structures, Inc. at \$300,000 annually, with an annual increase allowance of up to 5%, or the adjusted Consumer Price Index.

## Background / Discussion

This contract will provide for the purchase, installation, and maintenance/repair of shade screen canopies and structures. PRCF - Parks Maintenance maintains an inventory of 411 shade screen canopies of various shapes, sizes and colors. Each of the canopies ranges in price from the low hundreds to several thousands. This contract will provide the means to maintain the canopies in an aesthetically pleasing and functional condition as they age, get storm damaged, and vandalized. Water Resources utilizes shade structures at numerous water/wastewater facilities to protect critical assets, processes and electrical equipment from the elements.

The City received three proposal responses of which all vendors met the minimum qualifications. The evaluation committee evaluated the proposal responses in accordance with the City's established policies and procedures. The evaluation committee completed the scoring of the responses against the scoring criteria in the solicitation. Award is recommended to the highest scored respondent.

## Purchase Information

Action: Award  
Procurement Type: Request for Proposals  
Contract Number: 2021255  
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: PRCF operating budget (\$150,000) and Enterprise Fund – Water and Wastewater Operations and Maintenance, and Greenfield Joint Venture Fund Operations and Maintenance (\$150,000)

### **Proposal Responses and Final Scoring**

Respondent	Total Points Possible / 100
Shade Structures, Inc dba, USA Shade & Fabric Structures - Dallas, TX (Recommended)	<u>86.27</u>
Shade 'N Net of Arizona, Inc. - Phoenix, AZ	74.10
Ultimate Shade Alternatives, Inc. - Tempe, AZ	60.00