

Staff Report



DAnnual Requirements Contract for Automatic Gate Repair and Maintenance Services, Project 22-0036

City Council Meeting Date: 03-08-2022 | Action Being Considered: Minute Order

RECOMMENDATION

Authorize the City Manager or his designee to execute an annual requirements contract for automatic gate repair and maintenance with Artex Overhead Door Company, of Grand Prairie, Texas, in the estimated amount of \$30,000; and D.H Pace Company, Inc., of Coppell, Texas, in the estimated amount of \$30,000; for a total contract amount of \$60,000. Artex Overhead Door Company and D.H Pace Company, Inc. are not MWBE firms.

PRIOR BOARD OR COUNCIL ACTION

None.

ANALYSIS

A Request for Proposal (RFP) was issued to solicit responses from various firms with experience in providing preventative maintenance, repair and replacement of automatic gates at various locations in the City. The work will consist primarily of annual and quarterly preventative maintenance, as well as as-needed repairs and replacement of gates that become inoperable.

The following vendors submitted proposals and were reviewed based on criteria relative to operational planning, cost of service, and company experience.

VENDOR	MWBE
Artex Overhead Door Company	N
DH Pace Company	N

Both vendors presented strong proposals. Therefore, it was determined to be in the best interest of the department to award the contract to both vendors, dividing service area into North and South locations.

- Artex Overhead Door Company, of Grand Prairie, Texas, will be awarded primary vendor for the preventative maintenance, repair, and replacements of gates in the northern section of the city: and alternate for the preventative maintenance, repair, and replacements of gates in the southern section of the city.
- D.H Pace Company, Inc., of Coppell, Texas, will be awarded primary vendor for the preventative maintenance, repair, and replacements of gates in the southern section of the city: and alternate for the preventative maintenance, repair, and replacements of gates in the northern section of the city.

Awarding to multiple vendors will allow for dedicated work at a location by a single vendor – ensuring consistent quality for services performed. Additionally, it will allow work to be done at multiple locations simultaneously if needed. Finally, selected vendors were awarded a primary locations and alternates to ensures that work will continue in the event the primary vendor cannot fulfill their contractual obligations.

Name of Awarded Vendor (1)	Artex Overhead Doors
Awarded Vendor’s MWBE Status	None
Dollar Amount of Prime Vendor’s Self-Performance	\$30,000
Percentage Amount of Prime Vendor’s Self-Performance	100%
Total MWBE Participation	\$0 (0%)

Name of Awarded Vendor(2)	D. H. Pace Company, Inc.
Prime Vendor's M/WBE Status	None
Dollar Amount of Prime Vendor's Self-Performance	\$20,000
Percentage Amount of Prime Vendor's Self-Performance	66.67%
Name of Subcontractor (1)	Acme Fence Services, Inc.
Subcontractor's M/WBE Status	WO
Dollar Amount Subcontract	\$5,000
Percentage Amount of Subcontract	16.66%
Name of Subcontractor (2)	Llano River Fence Company, LLC
Subcontractor's M/WBE Status	BL
Dollar Amount Subcontract	\$5,000
Percentage Amount of Subcontract	16.66%
Total MWBE Participation	\$10,000 (33.33%)

Contract Total Amount	\$60,000
Total Contract MWBE Participation	\$10,000 (16.66%)

This RFP went out with a 10% MWBE goal. D.H. Pace Company has committed to meeting a 33.33% goal based on their awarded amount of \$30,000. Artex Overhead Doors, has submitted required good faith effort documentation.

RFP closed:	January 6, 2022 at 2:00 p.m.
Vendors notified through IonWave:	706
MWBE Vendors notified through IonWave:	168
Vendors who viewed proposal:	36
MWBE Vendors who viewed proposal:	10
Proposals received:	2
MWBE proposals received:	0
Original contract term:	One-year/two, one-year renewal options
Current term:	April 1, 2022 – March 31, 2023
Procurement Method:	Request for Proposal

FINANCIAL IMPACT

The projected yearly estimated financial impact is as follows:

<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>
\$12,000	\$48,000	\$0

Funds are budgeted in Maintenance of Buildings Account No. SC0583-CC370105 and future funds are subject to FY23 budget approval.

ADDITIONAL INFORMATION

Attached:	None
Under separate cover:	None
Available in the Purchasing Division:	RFP File
Form 1295:	Requested
MWBE:	No

STAFF CONTACT(S)

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