

# Staff Report



## Annual Requirements Contract for Breakaway Sign Posts, Project 22-0201

City Council Meeting Date: 09-27-2022

Action Being Considered: Minute Order

### **RECOMMENDATION**

Authorize the City Manager or his designee to execute an annual requirements contract for breakaway sign posts with Xcessories Squared Development and Mfg., Inc., of Auburn, Illinois, in the estimated amount of \$90,306. Xcessories Squared Development and Mfg., Inc., is not an MWBE firm.

### **PRIOR BOARD OR COUNCIL ACTION**

None.

### **ANALYSIS**

This contract is for the supply of breakaway sign posts for the Public Works Department. The breakaway sign posts will be used for new installations and relocation of various signs including stop signs, yield signs, and school crossing signs throughout the City. These breakaway sign posts will replace sign posts that have been broken or damaged as a result of an accident. The breakaway sign posts are designed to break at the point of impact if hit by a vehicle. As a safety initiative, older, non-breakaway sign poles will be replaced as crews work throughout the City, which will increase the annual quantity of poles.

Bid closed:	July 28, 2022, 2:00 p.m.
Vendors notified through IonWave:	951
MWBE Vendors notified through IonWave:	253
Vendors responding to bid request:	2
MWBE Vendors responding to bid request:	0
Original contract term:	two, one-year renewals
Current term:	(October 1, 2022 – September 31, 2023)
MWBE:	No
Procurement Method:	Lowest Responsive, Responsible Bidder

VENDOR	MWBE	CLASSIFICATIONS	TOTAL
Xcessories Squared Development and Mfg., Inc.	No	N/A	\$90,306
Vulcan Inc,	No	N/A	\$130,508

The Office of Business Diversity placed a 12% MWBE Contract Specific Goal on this project. Xcessories Squared Development and Mfg., Inc., submitted a Good Faith Effort checklist (GFE) with supporting documentation, which is in accordance with the City's MWBE Policy.

### **FINANCIAL IMPACT**

Xcessories Squared Development and Mfg., Inc., of Auburn, IL, returned the lowest responsive bid for breakaway signs posts in the estimated amount of \$90,306. The contract term is for one-year and will be reviewed annually to determine subsequent renewal terms. The projected two-year financial impact for this contract term is as follows:

FY 2023  
\$90,306

FY 2024  
\$0

FY 2025  
\$0

Funds are budgeted in Public Works Traffic Control Account No. 720105-60012.

**ADDITIONAL INFORMATION**

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

**STAFF CONTACT(S)**

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