

Request for Proposals was sent to 211 prospective suppliers, including 13 Denton firms. In addition, specifications were placed on the Procurement website for prospective suppliers to download and advertise in the local newspaper. Four (4) proposals were received, and references were checked to ensure the vendor can provide the services requested in the Scope of Work. The proposal was evaluated based upon published criteria including delivery, compliance with specifications, probable performance, and price. Best and Final Offer (BAFO) was requested from the firms. The department is awarding the contract to Palomira Corporation dba Bayou Graphics Corporation, as the primary vendor, and Lessek Enterprises, LLC dba Impress Graphics as the secondary vendor.

NIGP Code Used for Solicitation:	<u>255</u> - Decals and Stamps & <u>966</u> - Printing and Typesetting Services
Notifications sent for Solicitation sent in IonWave:	211
Number of Suppliers that viewed Solicitation in IonWave:	20
HUB-Historically Underutilized Business Invitations sent out:	35
SBE-Small Business Enterprise Invitations sent out:	91
Responses from Solicitation:	4

RECOMMENDATION

Award a contract with Palomira Corporation dba Bayou Graphics Corporation, as the primary vendor, and Lessek Enterprises LLC dba Impress Graphics as the secondary vendor, for vehicle graphics, decals, and installation for the Fleet Services Department, in a one (1) year, with the option for four (4) additional one (1) year extensions, in the total five (5) year not-to-exceed amount of \$315,000.

PRINCIPAL PLACE OF BUSINESS

Palomira Corporation dba Bayou Graphics Corporation
Houston, TX

Lessek Enterprises LLC dba Impress Graphics
Denton, TX

ESTIMATED SCHEDULE OF PROJECT

This is an initial one (1) year contract with options to extend the contract for four (4) additional one (1) year periods, with all terms and conditions remaining the same.

FISCAL INFORMATION

These items will be funded through the City’s Capital Budget and the Fleet Services Operating Budget. The budgeted amount for this item is \$315,000. The City will only pay for services rendered and is not obligated to pay the total contract amount unless needed.

EXHIBITS

- Exhibit 1: Agenda Information Sheet
- Exhibit 2: Pricing Evaluation
- Exhibit 3: Ordinance and Contract

Respectfully submitted:
Lori Hewell, 940-349-7100
Purchasing Manager

For information concerning this acquisition, contact: Dustin Rolfe, 940-349-8438.

Legal point of contact: Marcella Lunn at 940-349-8333.