

## MEMORANDUM

**TO:** Donna Barron, City Manager

**THROUGH:** Brenda Martin, Finance Director

**FROM:** Todd White, Purchasing Manager

**DATE:** Jan. 16, 2019

**SUBJECT:** **Approval of a Bid Award for Outdoor Fitness System and Accessible Play Panel Component to Kraftsman, LP, Spring, TX; in the Amount of \$50,751.09; and Authorization for the City Manager to Execute the Contract.**

### **BACKGROUND**

A request for sealed proposals was created and posted on Bidsync.com July 16, 2018. Specifications were created in accordance with Texas Local Government Code Chapter 252.042, *Requests for Proposals for Certain Procurements*. Specifications under this chapter of the law state requests for proposals must specify the relative importance of price and other evaluation factors.

### **ANALYSIS**

Proposals were due Aug. 2, 2018 and five (5) were received. An evaluation team was created to review, analyze, and score the proposals in accordance with weighted factors that were listed in the specifications. The evaluation team consisted of Stacie Anaya, Director of Parks and Recreation; Jamey Kirby, Grant Coordinator, Ashleigh Feryan, Grants Specialist, and Tracey Ogurek, Purchasing Agent. Each proposal was evaluated using the following criteria:

<b>Experience and Past Projects</b>	<b>30%</b>
<b>Functionality and Playability</b>	<b>30%</b>
<b>Cost of Structures with Installation</b>	<b>30%</b>
<b>Proposed Timeline</b>	<b>10%</b>

At the conclusion of the evaluation, Kraftsman, LP received the highest evaluation score, and is being recommended for award.

### **RECOMMENDATION**

That the City Council approve the award as set forth in the caption above.