



# Staff Report

## Annual Requirements Contract for Overhead Door Repair, Project 23-0197

City Council Meeting Date: 09-05-2023

Action Being Considered: Minute Order

### **RECOMMENDATION**

Authorize the City Manager or his designee to execute an annual requirements contract for overhead door repair with Artex Overhead Door Company, of Arlington, Texas, in the estimated amount of \$95,000. Artex Overhead Door Company is not a MWBE firm.

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

None.

### **ANALYSIS**

The contract is for overhead door repair of City owned buildings for as needed preventative maintenance and repair. These repairs will be primarily for all fire stations and police facilities. Most of the repairs will be emergency fixes which will require an immediate response. This contract will also include the maintenance and repair of any new overhead doors.

Bid Closed:	June 29, 2023 at 2:00 p.m.
Vendors Notified Through IonWave:	528
MWBE Vendors Notified Through IonWave:	139
Vendors Who Viewed Bid:	11
MWBE Vendors Who Viewed Bid:	1
Vendors Responding to Bid Request:	3
MWBE Vendors Responding to Bid Request:	1
Original Contract Term:	One-Year term, and two, One-Year Renewals
Current Term:	Initial Term: October 1, 2023– September 30, 2024
MWBE:	No
Procurement Method:	Lowest Responsive, Responsible Bid

<b>VENDOR</b>	<b>MWBE</b>	<b>TOTAL</b>
<b>Artex Overhead Door Company</b>	<b>No</b>	<b>\$18,975</b>
D.H Pace Company, Inc	No	\$26,630
DPTV Tango, LLC	Yes; WO	\$63,750

\*Pricing was based off a quantity of one per line. Total contract is based off estimated spend from the last contract term and allocated budgeted amount for new fiscal year.

<b>Name of Prime Vendor</b>	<b>Artex Overhead Door Company</b>
Total Contract Value	\$95,000
Prime Vendor's M/WBE Status	None
Dollar Amount of Prime Vendor's Self-Performance	\$95,000
Percentage Amount of Prime Vendor's Self-Performance	100%
<b>Total MWBE Participation</b>	<b>\$0 (0%)</b>

This solicitation was reviewed by the Office of Business Diversity for available MWBE opportunities according to the City's MWBE Policy & Procedures Manual. There were limited MWBE opportunities available for the services requested; therefore, no contract specific goal was recommended.

Artex Overhead Door Company will be self-performing the scope of the services.

### **FINANCIAL IMPACT**

Artex Overhead Door Company, of Arlington, Texas, returned the lowest responsive responsible bid for overhead door repair in the estimated amount of \$95,000. The Asset Management Department and the Office of Procurement agree the vendor meets the bid specification requirements. The projected financial impact for this contract term is as follows:

FY 2024  
\$95,000

FY 2025  
\$0

FY 2026  
\$0

Funds are budgeted in facility Repair/Renovation Account No. CC370105-SC0583 and subject to FY2024 budget approval.

### **ADDITIONAL INFORMATION**

Attached:	None
Under Separate Cover:	None
Available in the Purchasing Division:	Bid File
Form 1295:	Received
MWBE:	No

### **STAFF CONTACT(S)**

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