

# MEMORANDUM

Purchasing #24-008

November 29, 2023

To: Gregory P. Harrison, City Manager

Through: Antonio Pucci, Interim General Services Director

From: Jeff English, Purchasing Agent

Subject: Approve Recommendation for RFQ T-19-23 City Signage Production and Installation

## Contract Need/Background

Request for Qualifications (RFQ) T-19-23 was issued to establish as-needed contracts for the fabrication, installation, and maintenance of various types of signs for the City and the Pompano Beach Community Redevelopment Agency.

The notice list for this project was created for companies suggested by the requesting department, companies that have responded to prior solicitations, companies that have requested their names be placed on the notice list, and companies from appropriate listings in other sources.

Number of companies/firms submitting proposals.....5  
Number of companies/firms submitting a responsive proposal.....3

## Advertising

The RFQ was advertised in the Sun Sentinel, and notices were sent to bid notice agencies throughout the nation. The RFQ package was also posted on the City's eBid System for download by interested companies/firms and notice sent to all registered bidders/proposers by email.

## Market Research

Four (4) local Pompano Beach sign fabrication companies were invited to respond to the solicitation.

## Selection/Evaluation Committee

Five (5) companies responded to the RFQ. Submittals from Doodie Calls, Inc., and Gold Precision Mfg., LLC., were deemed non-responsive for failure to include references and proposals detailing sign fabrication experience. The Selection/Evaluation Committee met on November 27, 2023 (in a public meeting) to review, evaluate, and score the three (3) responsive proposals. Copies of the minutes of the meeting, and the voting matrix and scoring sheets, are attached.

## Recommendation

The recommendation from the Selection/Evaluation Committee to the City Commission is to approve the evaluation and ranking, and authorize the City staff to negotiate contracts with the three (3) responsive and responsible proposers: Art Sign Co., Inc., Bergen Sign Company, Inc., and Don Bell Signs LLC.

attachments

cc: file