



## Legislation Details (With Text)

**File #:** 21-1624      **Version:** 1      **Name:**  
**Type:** CONSENT AGENDA      **Status:** Approved as an Individual Item  
**File created:** 8/24/2021      **In control:** Office of Procurement Services  
**On agenda:** 9/22/2021      **Final action:**  
**Title:** Authorize a three-year master agreement for the purchase of various types of flags and accessories for City departments - Betsy Ross Flag Girl, Inc. in the estimated amount of \$41,384.80, Signarama-Richardson in the estimated amount of \$36,600.00, and ConServ Flag Company in the estimated amount of \$28,203.12, lowest responsible bidders of four - Total estimated amount of \$106,187.92 - Financing: General Fund

**Sponsors:**

**Indexes:** 100

**Code sections:**

**Attachments:** 1. Resolution

Date	Ver.	Action By	Action	Result
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**STRATEGIC PRIORITY:** Government Performance and Financial Management

**AGENDA DATE:** September 22, 2021

**COUNCIL DISTRICT(S):** All

**DEPARTMENT:** Office of Procurement Services

**EXECUTIVE:** Elizabeth Reich

### SUBJECT

Authorize a three-year master agreement for the purchase of various types of flags and accessories for City departments - Betsy Ross Flag Girl, Inc. in the estimated amount of \$41,384.80, Signarama-Richardson in the estimated amount of \$36,600.00, and ConServ Flag Company in the estimated amount of \$28,203.12, lowest responsible bidders of four - Total estimated amount of \$106,187.92 - Financing: General Fund

### BACKGROUND

This action does not encumber funds; the purpose of a master agreement is to establish firm pricing for goods, for a specific term, which are ordered on an as needed basis according to annual budgetary appropriations. The estimated amount is intended as guidance rather than a cap on spending under the agreement, so that actual need combined with the amount budgeted will determine the amount spent under this agreement. We anticipate the following City departments will use this agreement:

- Building Services Department
- Fire-Rescue Department
- Park & Recreation Department

This master agreement will allow for the purchase of various types of flags and accessories for City departments. The City displays various types of flags at City facilities for a variety of reasons. The United States Flag and the State of Texas flags are just two examples of flags that may be purchased through this agreement, but other types of flags are also available. All flags when worn beyond repair, will be retired in a respectful manner.

As part of the solicitation process and in an effort to increase competition, the Office of Procurement Services used its procurement system to send out email notifications to vendors registered under relevant commodity codes. To further increase competition, the Office of Procurement Services uses historical solicitation information, the Internet, and vendor contact information obtained from user departments to contact additional vendors.

#### **PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

This item has no prior action.

#### **FISCAL INFORMATION**

Fund	FY 2022	FY 2023	Future Years
General Fund	\$35,395.97	\$35,395.97	\$35,395.98

#### **M/WBE INFORMATION**

In accordance with the City's Business Inclusion and Development Policy adopted on September 23, 2020, by Resolution No. 20-1430, as amended, the M/WBE participation on this contract is as follows:

Contract Amount	Procurement Category	M/WBE Goal	M/WBE %	M/WBE \$
\$106,187.92	Goods	32.00%	0.00%	\$0.00
• This contract does not meet the M/WBE goal, but complies with good faith efforts.				
• Betsy Ross Flag Girl, Inc. - Local; Workforce - 100.00% Local • Signarama-Richardson - Local; Workforce - 100.00% Local • ConServ Flag Company - Non-Local; Workforce - 0.00% Local				

#### **PROCUREMENT INFORMATION**

Method of Evaluation for Award Type:

Low Bid	<ul style="list-style-type: none"> <li>• Recommended vendor is based on the lowest competitive quoted price, who is also technically and financially capable of performing and completing the contract, and otherwise meets all material specification requirements</li> <li>• Negotiations are not allowed</li> </ul>
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The Office of Procurement Services received the following bids from solicitation number BP21-00015963. We opened them on June 25, 2021. We recommend the City Council award this master agreement to the lowest responsive and responsible bidders by line. Information related to this solicitation is available upon request.

\*Denotes successful bidders

<b><u>Bidder</u></b>	<b><u>Address</u></b>	<b><u>Amount</u></b>
*Betsy Ross Flag Girl, Inc.	1005 Garland Rd. Dallas, TX 75218	Multiple Lines
*Signarama-Richardson	1850 North Greenville Ave. Ste. 174 Richardson, TX 75081	Multiple Lines
*ConServ Flag Company	1003 Illinois St. Sidney, NE 69162	Multiple Lines
3 Oaks Resource Group International	7600 Southwest 129th St. Miami, FL 33156	Non-responsive

#### **OWNERS**

##### **Betsy Ross Flag Girl, Inc.**

Barry Casey, President

##### **Signarama-Richardson**

Sherry Perry, President

##### **ConServ Flag Company**

Emil Assad, President