



## Legislation Text

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**File #:** 19-1791, **Version:** 1

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**STRATEGIC PRIORITY:** Government Performance and Financial Management  
**AGENDA DATE:** January 8, 2020  
**COUNCIL DISTRICT(S):** All  
**DEPARTMENT:** Office of Procurement Services  
**EXECUTIVE:** Elizabeth Reich

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### **SUBJECT**

Authorize a five-year master agreement for airport identification badging materials for the Department of Aviation - IRIS Ltd., Inc., lowest responsible bidder of six - Estimated amount of \$194,898 - Financing: Aviation 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.

This master agreement will provide for airport identification badging materials for the Department of Aviation. Materials under this agreement will be ordered on an as needed basis to allow for the production of airport badges which grant access to security areas of the airport, as regulated by the Transportation Security Administration. Examples of materials purchased through this agreement include but are not limited to printer ribbons, access control cards, lamination materials, and transfer film.

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. Additionally, in an effort to secure more competition, the Office of Business Diversity sent notifications to chambers of commerce and advocacy groups to ensure maximum vendor outreach.

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

On August 12, 2015, City Council authorized a five-year master agreement for airport identification badging materials with IRIS Ltd., Inc. by Resolution No. 15-1347.

**FISCAL INFORMATION**

Aviation Fund - \$194,898.00 (Estimated amount)

Fund	FY 2019-20	FY 2020-21	Future Years
Aviation Fund	\$70,000.00	\$62,449.00	\$62,449.00
Total	\$70,000.00	\$62,449.00	\$62,449.00

**M/WBE INFORMATION**

In accordance with the City's Business Inclusion and Development Plan adopted on October 22, 2008, by Resolution No. 08-2826, as amended, the M/WBE participation on this contract is as follows:

Contract Amount	Category	M/WBE Goal	M/WBE %	M/WBE \$
\$194,898.00	Goods	N/A	N/A	N/A
• M/WBE goal waived due to no M/WBE availability				

**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 competing the contract, and otherwise meets all material specifications 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 BRZ19-00010831. We opened them on October 18, 2019. We recommend the City Council award this master agreement in its entirety to the lowest responsive and responsible bidder.

\*Denotes successful bidder

<b><u>Bidders</u></b>	<b><u>Address</u></b>	<b><u>Amount</u></b>
*IRIS Ltd., Inc.	901 Park Road Fleetwood, PA 19522	\$194,898.00
IdentiSys, Inc.	7630 Commerce Way Eden Prairie, MN 55344	\$201,378.00

Sandia International, Inc.	2012 East Randol Mill Road Arlington, TX 76011	\$214,726.00
DIGI Security Systems	320 Decker Drive Irving, TX 75062	\$217,500.90
Convirgent	2304 Tarpley Road Suite 124 Carrollton, TX 75006	\$249,793.60
ID EDGE	1849 Cherry Street Suite 10 Louisville, CO 80027	Non-responsive

**OWNER****IRIS Ltd., Inc.**

Susan Gehris, President  
Lindsay Schwegmann, Vice President  
David Gehris, Secretary