



**CITY OF PLANO  
COUNCIL AGENDA ITEM**

<b>CITY SECRETARY'S USE ONLY</b>				
<input type="checkbox"/> Consent <input type="checkbox"/> Regular <input type="checkbox"/> Statutory				
Council Meeting Date:		6/25/12		
Department:		Parks and Recreation		
Department Head		Amy Fortenberry		
Agenda Coordinator (include phone #): <b>Susan Berger (7255)</b>				
<b>CAPTION</b>				
Award of Bid No. 2012-206-B for Neighborhood Parks Backstop Removal and Replacement to Bass Site Solutions, LLC in the amount of \$80,315 and authorizing the City Manager or his authorized designee to execute all necessary documents.				
<b>FINANCIAL SUMMARY</b>				
<input type="checkbox"/> NOT APPLICABLE <input type="checkbox"/> OPERATING EXPENSE <input type="checkbox"/> REVENUE <input checked="" type="checkbox"/> CIP				
FISCAL YEAR: <b>2011-12</b>	<b>Prior Year (CIP Only)</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Budget	330,415	694,585	475,000	<b>1,500,000</b>
Encumbered/Expended Amount	-330,415	-372,918	0	<b>-703,333</b>
This Item	0	-80,315	0	<b>-80,315</b>
BALANCE	0	241,352	475,000	<b>716,352</b>
<b>FUND(S):     CAPITAL RESERVE CIP</b>				
<b>COMMENTS:</b> Funds are included in the FY 2011-12 Capital Reserve CIP. This item, in the amount of \$80,315, will leave a current year balance of \$241,352 for the Park Structures & Equipment project.				
STRATEGIC PLAN GOAL: The removal and replacement of backstops in various neighborhood parks relates to the City's Goal of Great Neighborhoods - 1st Choice to Live.				
<b>SUMMARY OF ITEM</b>				
Staff recommends the bid of Bass Site Solutions, LLC in the amount of \$80,315 be accepted as the lowest responsible bid for the Neighborhood Parks Backstop Removal and Replacement project conditioned upon the timely execution of all necessary documents.				
This project is for the removal and replacement of existing practice and casual use backstops located in various neighborhood parks that are no longer serviceable and have reached the end of their life cycle.				
List of Supporting Documents: Recommendation Memo Bid Recap			Other Departments, Boards, Commissions or Agencies	

# MEMO

**Date:** 6/13/2012  
**To:** Purchasing Department, Nicole Griffin  
**From:** Douglas Green, Park Operations Superintendent  
**Re:** **Award Recommendation 2012-206-B Neighborhood Backstop Removal and Replacement**

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## **Recommendation:**

It is the recommendation of Parks and Recreation to award *2012-206-B Neighborhood Backstop Removal and Replacement* to Bass Site Solutions, LLC. Bass Site Solutions, LLC is the lowest responsive, responsible bidder for this scope of work. Parks and Recreation recommends accepting the removal of the existing backstops and installing new backstops at all locations as described in the bid. In addition, it is also recommended that Attachment "B" pricing for the additional horizontal rail be accepted for all structures. The total awarded amount for all accepted items is \$80,315.00. The total amount related to this purchase is within the estimated expenditure of this purchase.

At the time of bid, it was required that all vendors submit product cut-sheets as Exhibit B as a part of their bid packages. (**Section VIII. SUBMITTALS - Item 4. EXHIBIT B - Manufacturer's Cut Sheets** shall be provided on all materials being bid.) Out of the six (6) bidders, only Bass Site Solutions, LLC included the necessary documents meeting all qualifying criterion of the bid.

The purpose of requesting cut sheets for this bid was to make certain that ALL bidders understood exactly what product was specified on the project. Product cut sheets are readily available to all vendors from material manufactures and are easily obtained. Having this information supplied then helps to simplify the evaluation process by leaving no question about each vendor's interpretation of the Owner's product specifications. This request is no less significant than a request for work history or work experience at the time of bid.

## **Justification:**

Contract Purpose – This contract will be used to replace practice backstops in neighborhood parks that are at the end of their usable lifecycle. This is part of an overall asset management strategy while also helping to Provide ***Great Neighborhoods – 1<sup>st</sup> Choice to Live along with Partnering for Community Benefit.***

Non-Approval Implication – Existing backstops would have to be removed leaving no place to practice or location for casual use in the aforementioned park locations. This would inconvenience park users and would likely impact game fields due to an increase in unauthorized use.

CITY OF PLANO

BID NO. 2012-206-B  
Neighborhood Parks Backstop Removal and Replacement

BID RECAP

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**Bid opening Date/Time:** May 29, 2012 @ 2:00 pm

**Number of Vendors Notified:** 5517

**Vendors Submitting "No Bids":** 0

**Bids Evaluated Non-Responsive to Specifications:** 5

**Number of Bids Submitted Responsive to Bid:** 1

Bass Site Solutions, LLC

\$80,315.00

**Recommended Vendors:**

Bass Site Solutions, LLC

\$80,315.00

*Nicole Griffin*

*June 1, 2012*

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Nicole Griffin  
Buyer II

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Date