



CITY OF PLANO COUNCIL AGENDA ITEM

CITY SECRETARY'S USE ONLY					
<input type="checkbox"/> Consent <input type="checkbox"/> Regular <input type="checkbox"/> Statutory					
Council Meeting Date:		July 25, 2016			
Department:		Parks & Recreation			
Department Head		Robin Reeves			
Agenda Coordinator (include phone #): Teresa Shelstad Ext: 7539					
CAPTION					
RFP No. 2016-0013-C for a three (3) year contract with two (2), two-year City optional renewals for Public Art Cleaning & Maintenance for Parks & Recreation to Displays Unlimited Inc. dba Displays Fine Art Services, in the estimated amount of \$190,985, and authorizing the City Manager or his designee, to execute all necessary documents.					
FINANCIAL SUMMARY					
<input type="checkbox"/> NOT APPLICABLE <input checked="" type="checkbox"/> OPERATING EXPENSE <input type="checkbox"/> REVENUE <input type="checkbox"/> CIP					
FISCAL YEAR:	2016-17 thru 2022-23	Prior Year (CIP Only)	Current Year	Future Years	TOTALS
Budget		0	0	190,985	190,985
Encumbered/Expended Amount		0	0	0	0
This Item		0	0	-190,985	-190,985
BALANCE		0	0	0	0
FUND(s): GENERAL FUND					
<p>COMMENTS: This item approves prices quotes for Public Art Cleaning and Maintenance. Future expenditures will be made by Parks & Recreation within the annual approved budget appropriations at an estimated total expenditure of \$190,985 (\$27,091 for 2016-17, 2017-18, and 2018-19, and \$27,428 for 2019-20, 2020-21, 2021-22, and 2022-23).</p> <p>STRATEGIC PLAN GOAL: Contracts for Public Art Cleaning and Maintenance relates to the City strategic goals of Great Neighborhoods - 1st Choice to Live and Financially Strong City with Service Excellence.</p>					
SUMMARY OF ITEM					
See attached Recommendation Memo.					
List of Supporting Documents:			Other Departments, Boards, Commissions or Agencies		
Recommendation Memo					
RFP Recap					



Memorandum

Date: June 22, 2016

To: Teresa Shelstad, Buyer

From: Michelle Hawkins, Administrator of Arts, Culture & Heritage

Subject: RFP NO. 2016-0013-C Public Art Cleaning & Maintenance

On November 11, 2015, a Request for Proposals (RFP) was released notifying interested parties the City of Plano was seeking to contract with a professional public art cleaning and maintenance business to preserve and maintain the City of Plano's 15 public art pieces located throughout the city. The selected respondent will properly clean, and restore the diverse art pieces on a routine schedule, document and give advice on the preservation and safety of the art. The contract term is for three years with two, two-year optional renewals. Interested parties were required to submit their cleaning techniques for every art piece in the solicitation and a mandatory site visit was required.

The evaluation criteria was based on:

- Experience
- Work Plan
- Cost

On December 7, 2015, the RFP was closed and proposals were evaluated by Purchasing and four city employees who have knowledge of a number of the art pieces in the solicitation and of the previous art cleaning contract. Through the RFP process, it was determined that ***Displays Unlimited, Inc. dba Displays Fine Art Services*** met and exceeded all of the requirements set forth in the RFP. We believe their proposal, as submitted, will provide excellent care and maintenance for all of the City of Plano's public art.

The estimated awarded amount for the contract is \$190,984.38 and funds are available in the General Fund.

The existing public art pieces have not been maintained in several years. Failure to award the bid will result in deterioration and devaluation of the art, as well as, provide a possible safety hazard for patrons and pedestrians.

Thank you,

Michelle Hawkins
Administrator of Arts, Culture and Heritage

CITY OF PLANO

RFP NO. 2016-0013-C

Public Art Cleaning and Maintenance
RFP RECAP

RFP opening Date/Time: December 7, 2015 @10:00am

Number of Vendors Notified: 2751

Vendors Submitting "No Bids": 0

Number of Proposals Submitted Non-Responsive: 0

Number of Proposals Submitted: 2

Displays Unlimited Inc.
dba Displays Fine Art Services

Initial 3 year: \$81,272.84
Renewal 1: \$54,855.77
Renewal 2: \$54,855.77
Total 7 year contract \$190,984.38

Past Matters, LLC.

Initial 3 year: \$97,631.00
Renewal 1: \$54,809.00
Renewal 2: \$54,809.00
Total 7 year contract \$213,249.00

Recommended Vendor:

Displays Unlimited Inc.
dba Displays Fine Art Services

Initial 3 year: \$81,272.84
Renewal 1: \$54,855.77
Renewal 2: \$54,855.77
Total 7 year contract \$190,984.38

Teresa Shelstad

March 14, 2016

Teresa Shelstad
Buyer II

Date