

**CITY OF EL PASO, TEXAS  
REQUEST FOR COUNCIL ACTION (RCA)**

**DEPARTMENT:** Financial Services Department-Purchasing Division  
**AGENDA DATE:** March 6, 2007  
**CONTACT PERSON/PHONE:** Enrique Acosta, C.P.M.- Procurement Analyst, 541-4321  
**DISTRICT(S) AFFECTED:** 3 Terrence Freiburg, 541-4313

**SUBJECT:**

Award Bid 2007-113 "Golf Course Stone -Signs and Signage" for the Butterfield Train Golf Club at the El Paso International Airport, to R.S. Carlson and Associates, Inc.

This is a fixed-price, one-time purchase to furnish and install golf course signage at the Butterfield Trail Golf Club.

The total amount is \$38,648.00

**BACKGROUND / DISCUSSION:**

The Financial Services Department – Purchasing Divisions received one (1) bid. The Department of Aviation reviewed the bid and recommends award. The bid meets all specifications and is within the budgeted amount.

A Bid Tabulation is included in the agenda backup.

**PRIOR COUNCIL ACTION:**

N/A.

**AMOUNT AND SOURCE OF FUNDING:**

\$38,648.00 - 62620026-508027-41063-PAP0023 – EPIA Enterprise Funds

**BOARD / COMMISSION ACTION:**

N/A

\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**LEGAL:** (if required) \_\_\_\_\_ **FINANCE:** (if required) \_\_\_\_\_

**DEPARTMENT HEAD:** Monica S. Subriaña for Patrick T. Abein, AAE  
(Example: if RCA is initiated by Purchasing, client department should sign also)  
*Information copy to appropriate Deputy City Manager*

**APPROVED FOR AGENDA:**

**CITY MANAGER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

PROJECT FORM

DATE: February 22, 2007

PROJECT: Golf Course Stone Signs & Signage
BID NO: 2007-113 DEPARTMENT: Department of Aviation
BUDGET NO: 62620026-508027-41063-PAP0023
FUNDING SOURCE: EPIA Enterprise Funds
REPRESENTATIVE DISTRICT(S): 3

RECOMMENDATION: VENDOR: R.S. Carlson & Assoc. Inc.
Portland, OR
ITEM(S): All
AMOUNT: \$38,648.00

Award Best Value Procurement as indicated. The Review Committee has reviewed the bid and recommends award as indicated.

This is a fixed-price, single (one-time) purchase.

There was an option of purchasing up to one hundred percent [100%] of the original contract quantities, at the same unit price, if the option is exercised within 90 Days from date of award of the contract. Vendor offers a 1% discount if paid within 10 days.

BIDS SOLICITED- 11
BIDS RECEIVED- 01
"NO BID" RECEIVED - 00

CURRENT TAXES PAID-
OUT-OF-TOWN-- X

TOTAL RECOMMENDED AWARD: \$38,648.00

COUNCIL APPROVED [checked] REJECTED [ ] MUNICIPAL CLERK \_\_\_\_\_

APPROVED:

COUNCIL:
MEETING DATE-March 6, 2007

Terrence Freiburg
Purchasing Manager

## MEMORANDUM

DATE: February 22, 2007  
TO: The Contract File  
PREPARED BY: Enrique Acosta, C.P.M., A.P.P.  
SUBJECT: Request Sole Bid Contract Award;  
Bid No. 2007-113 "Golf Course Stone Signs & Signage"

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### Summary

In accordance with State of Texas bidding requirements, formal bids were obtained for this requirement. The solicitation when awarded will establish a contract for "Golf Course Stone Signs & Signage" for the El Paso International Airport. The sole bid submitted is recommended for this contract.

### Background Information

In February 2007, formal bids were requested from companies in accordance with State of Texas bidding requirements. This solicitation was listed on the City's Internet web page and advertised in the El Paso Times (published February 6, 2007, and February 13, 2007). Bid packages were provided to a standard list of various contractor organizations and disadvantaged business enterprises.

One bid was received from R.S. Carlson & Assoc., Inc. Staff recommends award to R.S. Carlson & Assoc., Inc. Staff has evaluated the bid and finds that it meets City specifications. This action will best serve the public interest.

At random, two of the vendors that did not bid on this requirement were contacted as to why they did not respond. A phone message was left with Coursings, Inc.; this company made no reply. In a telephone call to Kirby Markers, they stated they did not wish to bid this particular contract, but to please keep them on the bidder's list for any other future bids.

R.S. Carlson & Assoc., Inc. supplied the City with the names of current and previous contracts performed by their firm for the following course-architects. These contracts included Bear's Best in Las Vegas, the course-architect was Jack Nicklaus; Silver Rock, the course-architect was Arnold Palmer; Firestone Country Club and Maroon Creek, both designed by course-architect Tom Fazio who is the Butterfield Trail Golf Course's course-architect. Further, they supplied various successfully completed projects, just two of which were for the City of Las Vegas and the City of Portland.

Staff also reviewed the List of Parties Excluded from Federal Procurement and Nonprocurement Programs and found no adverse records (debarred, suspended or excluded from receiving Federal contracts) for R.S. Carlson & Assoc., Inc.

Based on the firm's prior performance record, little doubt exists that the recommended bidder will successfully perform the required effort.

Respectfully submitted,

  
Enrique Acosta, C.P.M.  
Procurement Analyst



# CITY OF EL PASO BID TABULATION

BID ITEM: GOLF COURSE STONE - SIGNS AND SIGNAGE					BID # 2007-113					
BID DATE: FEBRUARY 21, 2007					DEPARTMENT: AVIATION					
			<b>R. S. CARLSON &amp; ASSOC. INC. PORTLAND, OR</b>							
ITEM	EST. QTY.	DESCRIPTION	UNIT PRICE	TOTAL PRICE						
1A.	200 TEES	HAND FORGED IRON TEE MARKERS	\$34.25 /TEE	\$6,850.00						
1B.	18 TEE SIGNS	3 FT. X 3 FT. STONE TEE SIGNS	\$942.00 /SIGN	\$16,956.00						
1C.	12 SIGNS	DIRECTIONAL SIGNS. (INSCRIPTION WILL BE PROVIDED UPON CONTRACT AWARD)	\$582.00 /SIGN	\$6,984.00						
1D.	1 STONE	4 FT. X 4 FT. COMMEMORATIVE STONE WITH A 12 INCH X 5 INCH SOLID BRONZE CAST INFORMATION PLAQUE	\$942.00 /STONE	\$942.00						
1E.	2 STONES	4 FT. X 4 FT. GREETING & DEPARTING STONES	\$1,099.00 /STONE	\$2,198.00						
1F.	14 MARKERS	STONE FAIRWAY YARDAGE MARKERS	\$180.00 /MARKER	\$2,520.00						
1G.	4 SIGNS	DRIVING RANGE STONE SIGNS	\$549.50 /SIGN	\$2,198.00						
<b>GRAND TOTAL:</b>			<b>\$38,648.00</b>							

**NOTE: THIS IS A BEST VALUE PROCUREMENT. OTHER FACTORS BESIDES PRICE WILL BE CONSIDERED.**

APPROVED BY:           /s/          

DATE:           2/21/07

# CITY OF EL PASO BID TABULATION

<b>BID ITEM: GOLF COURSE STONE - SIGNS AND SIGNAGE</b> <b>BID DATE: FEBRUARY 21, 2007</b>		<b>BID # 2007-113</b> <b>DEPARTMENT: AVIATION</b>		
	<b>R. S. CARLSON &amp; ASSOC. INC. PORTLAND, OR</b>			
<p>THE CITY AT ITS SOLE DISCRETION, MAY EXERCISE ANY OPTION TO PURCHASE AN ADDITIONAL QUANTITY OF ITEMS, BY GIVING THE CONTRACTOR WRITTEN NOTICE WITHIN THE TIME PERIOD NOTED ON THE SELECTED OPTIONS.</p> <p>BIDDER OFFERS THE CITY THE OPTION OF PURCHASING UP TO ONE HUNDRED (100%) OF THE ORIGINAL CONTRACT QUANTITIES, AT THE SAME UNIT PRICE, IF THE OPTION IS EXERCISED WITHIN:</p> <p>A. NINETY (90) DAYS FROM DATE OF AWARD OF THE CONTRACT.</p> <p>B. ONE HUNDRED AND EIGHTY (180) DAYS FROM DATE OF AWARD OF THE CONTRACT.</p> <p>C. NO OPTION OFFERED.</p>	<p>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/></p>			
<b>PAYMENT TERMS:</b>	1% - 10 DAYS			
<b>BIDDER'S PROMISED DELIVERY:</b>	60 CONSECUTIVE DAYS			
<b>IF BIDDER DOES NOT SPECIFY AN EARLIER DELIVERY, THE CITY'S REQUIRED DELIVERY SHALL PREVAIL A DELIVERY DATE LATER THAN THE CITY'S REQUIRED DELIVERY MAY BE CAUSE FOR THE REJECTION OF OFFER</b>				
<b>BIDS SOLICITED: 11</b>		<b>BIDS RECEIVED: 1</b>	<b>BIDS LOCAL: 0</b>	<b>NO BIDS: 0</b>

**NOTE: THIS IS A BEST VALUE PROCUREMENT. OTHER FACTORS BESIDES PRICE WILL BE CONSIDERED.**

APPROVED BY: \_\_\_\_\_ /s/ \_\_\_\_\_

DATE: 2/21/07

THE CAWLEY COMPANY  
1544 N. 8TH ST.  
MANITOWOC, WI, 54220  
PH: (800) 822-9539  
FAX: (920) 686-7080

STONE CREATIONS  
216 GITCHEGUMEE DRIVE  
BUCKLEY, MICHIGAN 49620

STONE CREATIONS  
P.O. BOX 82760  
PORTLAND, OR, 97282  
PH: (503) 788-7865  
FAX: (503) 788-1233

RARE STUDIOS, INC.  
9084 STURBRIDGE PL.  
HIGHLANDS RANCH, CO, 80129  
PH: (303) 619-9742  
FAX: (303) 471-5798

CARVED STONE CREATIONS, INC.  
2101 PROGRESS WAY  
KAUKAUNA, WI 54130  
PH: 920-759-1920  
FAX: 920-759-2020

GOLF ASSOCIATES SCORECARD  
91 WESTSIDE DRIVE  
ASHEVILLE, NC, 28806  
PH: (800) 438-8726  
FAX: (828) 252-9886

J. DAVIS MARKING SYSTEMS  
P.O. BOX 1551  
SOLANA BEACH, CA, 92075  
PH: (858) 755-0192  
FAX: (858) 755-0159

GRUND-GUIDE  
147 W. ROUTE 66 #505  
TZUSA, CA, 91740  
PH: (626) 969-3883  
FAX: (626) 969-3724

CUSTOM STONE CREATIONS  
340 WESTERN RD STE#1  
RENO, NV. 89506  
PHONE: 775.324.9776  
FAX: 775.324.9774

COURSIGNS INC.  
P.O. BOX 403  
LAKE FOREST, IL, 60045  
PH: (847) 276-0310  
FAX: (847) 295-3548

KIRBY MARKERS  
2731 LOKER AVE WEST  
CARLSBAD, CA, 92010  
PH: (760) 931-2624  
FAX: (760) 931-9083