

**CITY OF TEMPE  
REQUEST FOR COUNCIL ACTION**
**Council Meeting Date: 1/09/2014  
Agenda Item: 5B17**

**ACTION:** Award a two-year contract with three, one-year renewal options to Precision Graphics for custom graphic designed t-shirts and sports program clothing for the Community Services Department.

**FISCAL IMPACT:** The total project cost shall not exceed \$130,000. Sufficient funds have been appropriated in General Fund - cost centers 2525 (Adult Sports), 2526 (Youth Sports), and 2547 (Youth Athletic Programs) for the anticipated expenditures in the current fiscal year.

**RECOMMENDATION:** Award the contract.

**BACKGROUND INFORMATION:** (RFP 14-011) The Recreation Division of the Community Services Department is responsible for providing clothing used for various adult and youth sports programs. The City issued a Request for Proposal (RFP) to establish a term contract for custom graphic designed t-shirts and sports program clothing. While this contract is used primarily by the Recreation Division, it is available citywide for all custom graphic-designed t-shirts as necessary.

Evaluation Process

The City received seven proposals that were evaluated by a committee comprised of Community Services and Procurement staff. The proposals were evaluated using the following criteria:

Criteria	Weight
Cost	35%
Proximity of local facility to City of Tempe offices; experience and qualifications of firm, key individuals, graphic designer and sub-contractor, if used	20%
Quality of artwork based on samples provided	20%
Compliance with specifications/availability of multiple colors; delivery requirements	10%
Delivery time after receipt of order and after sale support including return policy and warranty	10%
Completeness of proposal; acceptance of terms and conditions	5%

The following matrix displays the initial pricing and evaluation scores for the seven (7) firms:

Firm	Initial Score	Annual Cost
Precision Graphics	854.5	\$43,823.00
Anton Sports	805	\$42,651.11
Fan Grabber Sportswear	745	\$33,338.84*
International Corporate Apparel	724.5	\$48,549.34*
A.D. Promotions	587.5	\$57,479.25
X-Treme Apparel, LLC	340	Incomplete Pricing
Oak Street Linen and Textiles	210	Incomplete Pricing

\*Pricing does not include costs of all items

The committee determined that X-Treme Apparel, LLC and Oak Street Linen and Textiles were not susceptible for award because they failed to bid a majority of imprint options for the clothing. Fan Grabber did not bid all items or the lowest pricing.

The committee also determined that the two (2) highest rated firms, Precision Graphics and Anton Sports, would be brought forward in the evaluation process to include interviews and best and final offers.

The results of the best and final offers are shown in the matrix below:

Firm	Final Score	Best and Final Annual Cost
Precision Graphics	905	\$42,400.71
Anton Sports	841.5	\$42,651.11

Precision Graphics elected to lower their initial pricing as part of the best and final offer. Anton Sports elected to not adjust pricing. After a thorough review of the proposals, the evaluation committee is recommending award of a contract to Precision Graphics. The firm being recommended for award has a successful track record and previous graphic design and sports clothing contract experience with the City and offers the lowest overall pricing.

**ATTACHMENTS:** Proposals

**STAFF CONTACT(S):** Kelly Rafferty, Deputy Community Services Director - Recreation, (480) 350-5182

Department Director: Ken Jones, Finance & Technology Director

Legal review by: David Park, Assistant City Attorney

Prepared by: Lisa Goodman, CPPB, Procurement Officer