

**Purchase Request #1**  
**Regular Board Meeting December 2, 2019**

**Consideration of Approval to Contract for Campus-Wide Monument Sign Replacement**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a contract with Unity Signs for the replacement of four (4) monument signs – two (2) at the Central Campus, one (1) at the South Campus and one (1) at the North Campus.

**BACKGROUND**

Detailed project plans and specifications were developed by Collaborate Arch, LLC and were used as part of the documentation package required for public solicitation of construction proposals utilizing the Competitive Sealed Proposals (CSP) procurement method. This process was conducted in accordance with Section 44.031 of the Texas Education Code and the Texas Government Code, Section 2269.151.

A request for Competitive Sealed Proposals, Project Number 20-07, was issued to procure services for this project. Six (6) responses were received and evaluated by a team comprised of representatives from Facilities Services and Collaborate Arch, LLC. The highest ranked firm, which was also the firm with the lowest price, is Unity Signs and was determined to provide the best overall value to the College.

**IMPACT OF THIS ACTION**

Approval of this request will allow the College to move forward with the replacement of the monument signs located at the main entrance(s) of each campuses.

**BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

The estimated not to exceed cost for this project is \$248,000, including contingency. This expenditures will be funded from the Facilities Services 2019-2020 operational budget.

**MONITORING AND REPORTING TIMELINE**

Construction of this project will require approximately four (4) months following approval to proceed and will be monitored by the College's Facilities Services personnel.

**ATTACHMENTS**

Attachment 1 – Tabulation

**RESOURCE PERSONNEL**

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
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Project Monument Sign Replacement  
 Project # CSP 20-07  
 Number of Evaluators: 5

Criteria	Qualification Criteria	Total Points Available	Unity Signs (Unity Signs Systems)	Frost Construction Company, Inc.	O'Donnell Snider	Millennium Projects Solutions, Inc.	Digg Commercial	<sup>1</sup> Monument Warehouse LLC
Proposed Amount	Base Price	200	200.00	151.39	134.18	99.54	84.12	n/a
Section 1	General: Staffing Approach, Management Plan, Schedule, Current Workload, etc.	100	84.50	87.75	93.00	89.25	30.00	n/a
Section 2	History	50	46.50	40.00	40.50	49.00	29.00	n/a
Section 3	Safety	50	47.50	32.50	45.00	44.25	3.00	n/a
Section 4	Surety Letter	50	0.00	50.00	50.00	50.00	50.00	n/a
Section 5	References	50	44.20	32.70	42.50	46.00	23.70	n/a
Total		500	422.70	394.34	405.18	378.04	219.82	n/a

Notes:

1 - Non-responsive. Supplier did not bid per the specifications provided

Final Ranking		
Vendor Name	Total Score	Price
Unity Signs	422.70	\$ 207,786.00
O'Donnell Snider	405.18	\$ 309,708.00
Frost Construction Company, Inc.	394.34	\$ 274,500.00
Millennium Projects Solutions, Inc	378.04	\$ 417,506.00
Digg Commercial	219.82	\$ 494,000.00