



CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 12/20/2016
District B, District E, District I
Item Creation Date: 11/29/2016

HAS - Pole Banner Administration Contract with Sign-Ups and Banners Corp.

Agenda Item#: 20.

Background:

Enact an ordinance approving and authorizing a contract for the Administration of an Aviation Pole Banner Program between the City of Houston and Sign-ups and Banners Corp. at George Bush Intercontinental Airport (IAH), William P. Hobby Airport (HOU) and Ellington Airport (EFD).

SPECIFIC EXPLANATION:

The Houston Airport System is seeking to establish a professionally administered pole banner program to promote airport events and services at George Bush Intercontinental Airport (IAH) and William P. Hobby Airport (HOU), and events at Ellington Airport (EFD). A pole banner contract was advertised for bidding on August 5, 2016. Responses were received from two companies, Sign-ups and Banners Corp., and Lone Star Flags and Flagpoles Inc.

A selection committee evaluated the proposals on the following criteria: Expertise/Experience/Qualifications (50 points); Quality and Workmanship sample (25 points); Cost (25 points); and MWBE participation (pass/fail).

Based on the information provided and the evaluation criteria, the evaluation committee recommended Sign-ups and Banners Corp. for award of the contract. Sign-ups and Banners Corp. is a Houston-based company located within the City limits. Sign-ups and Banners Corp. currently administers similar programs for Port of Houston Authority, Greater Heights Area Chamber of Commerce and United Way of Greater Houston, and has completed projects for METRO and other firms in the Houston community since 2003.

The pertinent terms of the contract are as follows:

Scope:

The scope of work requires the contractor to provide all labor, materials, production, equipment, supplies, installation and supervision; storage of the banners when not in use; inspection of the pole banner hardware and brackets every 60 days; a warranty for the banners for two years and a warranty for the hardware and brackets for 10 years.

Term and Termination:

Five years with two one-year options to renew. The contract may be terminated for convenience by the City with 30 days written notice.

Hire Houston First:

The proposed contractor has been designated as a City Business.

MWBE Participation:

The contract has a 14% MWBE participation goal, 10% MBE and 4% WBE. The proposed contractor submitted a plan exceeding the goal at 20.6%.

Certified Firm	Type of Work	Percentage
BradLink	Quality Assurance and contract compliance services	12.5% MBE
Keystone Resources	Project management and support services	8.1% WBE

Other:

Contractor agrees to comply with all rules and regulations of the airport, TSA and/or the FAA, and with all federal, state and local statutes, ordinances, regulations and policies.

Fiscal Note

Funding for this item is included in the FY17 adopted budget. Therefore, no fiscal note is required as stated in Financial Policy Ord. 2014-1078.

Estimated Spending Authority

Department	FY 2017	Out Years	Total
Houston Airport System	\$175,000.00	\$1,750,000.00	\$1,925,000.00

Director's Signature:



Mario C. Diaz
Houston Airport System

Chief Economic Development Officer's Signature:



Andy Icken
Office of the Mayor

Amount of Funding:

\$ 175,000.00 FY2017

\$1,750,000.00 Out Years

\$1,925,000.00 Total – HAS Revenue Fund (8001)

Contact Information:

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ATTACHMENTS:

Description

Fiscal Information

Type

Financial Information