



CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 11/6/2019

ALL

Item Creation Date: 10/28/2019

T29040- Seasonal Interior Design Services-ORDINANCE

Agenda Item#: 23.

Summary:

ORDINANCE approving and authorizing a contract between the City of Houston and **ALWAYS IN SEASON DECORATING SERVICES, INC.**, for seasonal interior design services for the Houston Airport System; providing a maximum contract amount - 3 year with two one-year options - \$957,725.90 - Enterprise Fund

Background:

Request for Proposals received October 3, 2019 for S72-T29040- Approve an ordinance awarding a contract to Always In Season Decorating Services, Inc. in the maximum contract amount not to exceed \$957,725.90 for seasonal interior design services for the Houston Airport System.

Specific Explanation:

The Director of Houston Airport System and the Chief Procurement Officer recommend that City Council approve an ordinance awarding a contract for **three-year with two one-year renewal options** to **Always In Season Decorating Services, Inc.** in the maximum contract amount not to exceed **\$957,725.90** for seasonal interior design services for the Houston Airport System (HAS). The Director of HAS may terminate this Agreement at any time by giving 30 (thirty) days written notice to the contractor with a copy of the notice to the Chief Procurement Officer.

Always In Season Decorating Services, Inc. will provide seasonal interior designs, installation, and removal of decorations at various locations for a display period beginning the second week in November and ending the second week in January of each year. The following locations will be included in this agreement:

George Bush Intercontinental Airport (IAH)

1. Terminal A, 2800 North Terminal Rd, Houston, TX 77032
2. Terminal D, 3700 North Terminal Rd, Houston, TX 77032
3. Terminal E, Meet & Greet Lobby (1st Floor), 3950 S. Terminal Rd, Houston, TX 77032
4. Administration Building, 16930 JFK Blvd, Houston, TX 77032
5. Supply Chain Management (SCM), 18600 Lee Rd, Humble, TX 77338
6. Infrastructure Division Office (IDO), 111 Standifer St., Houston, TX 77338

William P. Hobby Airport (HOU)

1. Terminal, 7800 Airport Blvd, Houston, TX 77051
2. FAA Building, 8800 Paul B Koonce St, Houston, TX 77061

The Request for Proposals (RFP) was advertised in accordance with the requirements of the State of Texas bid laws. Eighteen proposers downloaded the solicitation document from the SPD's e-bidding website, and one bid was received. Subsequent to the receipt of the bid, prospective bidders were contacted to determine the reason for the limited interest to this solicitation. The reason ranged from the scope not being their core business to lacking the capacity to provide this volume of services required over a maximum five-year contract term.

The evaluation committee (EC), consisted of employees from the Houston Airport System, Human Resources Department, and the Housing Community Development Department.

The proposal was evaluated based upon the following criteria:

1. Qualifications
2. Experience
3. Strategy/Operational Plan
4. Price Proposal

The Evaluation Committee (EC) is confident, Always In Season Decorating Services Inc. is well qualified to perform the required services as outlined in the RFP.

MWBE Subcontracting:

The RFP was advertised with a 5% goal for M/WBE participation. Always In Season Decorating Services, Inc. submitted a plan meeting the goal at 5% and has designated the following subcontractor as its certified M/WBE subcontractor.

Contractor	Type of Work	Goal	Amount
Fire Woods LLC	Transportation, Installation, Removal of Decorations	5%	\$47,886.29

Pay or Play Program:


The proposed contract requires compliance with the City's 'Pay or Play' ordinance regarding health benefits for employees of City contractors. In this case, Always In Season Decorating Services, Inc. will provide health benefits to eligible employees in compliance with City policy.

Hire Houston First:

The proposed contract requires compliance with the City's 'Hire Houston First' (HHF) ordinance that promotes economic opportunity for Houston businesses and supports job creation. In this case, Always In Season Decorating Services, Inc. is a designated HHF company, but they were the successful awardee without the application of the HHF preference.

Fiscal Note:

Funding for this item is included in the FY2020 Adopted Budget. Therefore, no Fiscal Note is required as stated in the Financial Policies.

DocuSigned by:

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10/31/2019

Jerry Adams, Chief Procurement Officer
 Finance/Strategic Procurement Division

Department Approval Authority

Estimated Spending Authority			
DEPARTMENT	FY2020	OUT YEARS	TOTAL
Houston Airport System	\$191,545.18	\$766,180.72	\$957,725.90

Amount of Funding:**\$957,725.90**

HAS Revenue Fund
 Fund 8001

Contact Information:

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ATTACHMENTS:**Description**

Tax Log
 COF
 Form A-COF
 Form B
 MWBE Plan
 OBO Approval
 POP 1 & 2
 Letter of Intent
 T29040-Back-up
 Affidavit of Ownership
 Fair Campaign
 Hire Houston First
 Statement of Residency
 Coversheet
 Ordinance
 Agreement part 1
 Attachments to contract Part 2

Type

Backup Material
 Financial Information
 Financial Information
 Backup Material
 Backup Material
 Backup Material
 Backup Material
 Backup Material
 Backup Material
 Backup Material
 Backup Material
 Backup Material
 Signed Cover sheet
 Ordinance/Resolution/Motion
 Contract/Exhibit
 Contract/Exhibit

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Attachments to contract Part 3
Attachments to contract Part 4
Attachments to contract Part 5
SAP Funding Information Correction

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Contract/Exhibit
Contract/Exhibit
Contract/Exhibit
Signed Cover sheet