



Legislation Text

File #: 17-0219, **Version:** 1

DATE: June 27, 2017

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Kristine Tallent, Assistant City Administrator / CFO
Lisa Clayton, Parks Director
Brian Wilcox, Purchasing Manager

SUBJECT:

Acknowledge report of procurement award to and execution of Procurement Agreement with Smith Art Conservation of Long Beach, California in the lump-sum amounts of \$14,100 for grant supported restoration work and \$5,000 for 100% locally funded restoration work for burial marker restoration services at City Cemetery for the Parks Department (Purchasing Office Procurement Solicitation No. 2017-010; grant supported restoration work to be budgeted in FY2018; for 100% locally funded restoration work, \$5,000.00 budgeted in 110-83652-44700 for fiscal year 2017; Contract No. 2017-0098)

Purpose

The purpose of this procurement is to purchase burial marker restoration services at City Cemetery. The goal of the project is to restore sixteen (16) burial markers that have already been identified (in the case of the grant supported work) plus additional burial markers that are to be identified (in the case of the 100% locally funded work) as needing restoration.

Background

City Cemetery is listed on the National Register of Historic Places. The grant supported restoration work is to be funded in part by a Federal Preservation Grant administered by the United States Department of the Interior's National Park Service and the Tennessee Historical Commission.

The City published on February 2, 2017 a Notice to Proposers in the *Williamson Herald* for burial marker restoration services at City Cemetery. In addition, solicitation documents were sent on or about the same date directly to six (6) potential proposers known or thought to be interested in this solicitation. One (1) proposal was publicly opened at the submittal opening held on March 9, 2017. A tabulation of the proposals received for this solicitation is attached.

Financial Impact

The proposal ranked highest by the interview panel, from Smith Art Conservation of Long Beach, California, is in the lump-sum amounts of \$14,100 for grant supported restoration work and \$5,000 for 100% locally funded restoration work for burial marker restoration services at City Cemetery. The grant supported restoration

work is expected to be completed after June 30, 2017 and thus is to be allocated to the Parks Department budget for fiscal year 2018, while the 100% locally funded restoration work is expected to be completed by June 30, 2017 and thus is to be allocated to the Parks Department budget for fiscal year 2017. While the Parks Department budget for fiscal year 2017 does not specifically anticipate the 100% locally funded restoration work, funds budgeted for another purpose (landscaping supplies) are available and sufficient for this purpose.

Recommendation

Staff recommends the Board of Mayor and Aldermen acknowledge receipt of this report of procurement award to and execution of Procurement Agreement (Contract No. 2017-0098) with Smith Art Conservation of Long Beach, California, in the lump-sum amounts of \$14,100 for grant supported restoration work and \$5,000 for 100% locally funded restoration work for burial marker restoration services at City Cemetery. Purchasing Manager Brian Wilcox believes the prepared solicitation documents as distributed allowed for competition among multiple vendors, and that the staff recommendation appears to be made in a fair and impartial manner based upon the proposals received. Pursuant to authority previously granted by the Board of Mayor and Aldermen, Contract No. 2017-0098 has been executed by the City Administrator and is attached.