CITY OF ARLINGTON
PROCUREMENT OPPORTUNITIES

Office of Business Diversity
Webinar
Office of Business Diversity

- Develop and implement contract specific goal methodology
- Review, monitor & ensure compliance with the City’s MWBE Program
- Review solicitation documentation to ensure inclusion and remove any artificial barriers
- Evaluate contractor’s efforts in the achievement of contract specific goals or good faith efforts
PROCUREMENT OPPORTUNITIES

Print Shop Managed Print Services
- Current Vendor: John Sons Press
- Contract Value: $480,000
- Contract Expiration: January 2022
- Procurement Method: Request for Proposal

Print Shop Managed Print Services – Water Bill
- Current Vendor: KUBRA
- Contract Value: $120,000
- Contract Expiration: January 2022
- Procurement Method: Request for Proposal
Print Shop Managed Print Services

- Outsourced printing work includes:
  - letter press/finishing services (includes scoring, laminating, perforating and die cut door hangers),
  - select printing jobs (includes report covers, fingerprint cards, full color brochures and booklets),
  - carbonless forms, indoor signs, pocket folders, envelopes, water bill inserts, city letterhead, and miscellaneous services (collating, cutting, folding, padding, drilling, shrink wrap and stitching.)
Print Shop Managed Print Services (continued)

- Vendor system should have all of the following capabilities:
  - Browser end-to-end order entry and tracking
  - Order processing system will be used for internal chargeback
  - Cost accounting features should have at least 4 levels of subaccounts
  - Flexible reporting by subaccount and order type, trend analysis and forecasting
  - End-user management of budget
  - Electronic authorization
  - On-line Proofing
  - Provide guidance to city departments concerning print/copy project requests
  - Advise departments to obtain optimal price options to meet the department objective and budget
Print Shop Managed Print Services

- Request for Proposal’s evaluation criteria:
  - purchase price
  - Reputation and quality of the vendor and their goods/services
  - Extent to which the goods and/or services meet the city’s needs
  - Vendor’s past relationship with the city
  - Total long-term cost to the city to acquire the vendor’s goods and/or services, and
  - Any relevant criteria specifically listed in the request for proposal
PROCUREMENT OPPORTUNITIES

Grounds Maintenance of Municipal and Downtown Facilities
- Current Vendor: Whitmore & Sons
- Contract Value: $ 425,775
- Contract Expiration: January 2023
- Procurement Method: Best Value

Grounds Maintenance, Bi-Weekly of City-Owned Properties
- Current Vendor: MG Lawn & Landscape
- Contract Value: $ 207,580
- Contract Expiration: January 2023
- Procurement Method: Best Value
PROCUREMENT OPPORTUNITIES

Grounds Maintenance of Municipal and Downtown Facilities

- 20 mow cycles and 3 litter cycles per year.
  - Mowing and trimming: mowed area shall be FREE of clumped grass, trash, grass over-hanging the curb, grass in the gutter and along the curb, & tire tracks or ruts from mowing equipment
  - Removal of grass clippings: no visibly cut vegetation
  - Trimming: no vegetation taller than existing turf around structure and obstacles
  - Edging: visible separation of turf from concrete & no vegetation overhanging onto sidewalks, curbs, steps or concrete surfaces.
  - Litter/Debris Removal: zero visible litter and debris on finished maintenance areas
  - Mulched Tree Rings: no vegetation growing in tree wells; no herbicides
Grounds Maintenance, Bi-Weekly of City-Owned Properties

- 32 mow cycles per year for neighborhood and community park.
  - Mowing and trimming: mowed area shall be FREE of clumped grass, trash, grass over-hanging the curb, grass in the gutter and along the curb, & tire tracks or ruts from mowing equipment.
  - Removal of grass clippings: no visibly cut vegetation.
  - Wind row clean-up: no visible clumped grass after cleanup.
  - Trimming: no vegetation taller than existing turf around structure and obstacles.
  - Edging: visible separation of turf from concrete & no vegetation overhanging onto sidewalks, curbs, steps or concrete surfaces.
  - Litter/Debris Removal: zero visible litter and debris on finished maintenance areas.
  - Mulched Tree Rings: no vegetation growing in tree wells; no herbicides.
PROCUREMENT OPPORTUNITIES

Grounds Maintenance, Bi-Weekly of City-Owned Properties and Grounds Maintenance of Municipal and Downtown Facilities

- Best Value Ranking:
  - Price (30 points): the bidder with the lowest price receives the maximum score
  - Operational Plan (50 points): detailed operational plan has schedule of work (days, times, etc.), crew’s placement, etc.; equipment; number of employees; man hours & equipment needed for location; employee training/safety; security procedures for enter/exit property; traffic control plan; inclement weather make-up procedures
  - Experience/references (20 points)
PROCUREMENT OPPORTUNITIES

IT Temporary Staffing Services

- Current Vendors: ACRO Service Corp., System Soft Technologies
- Contract Value: $234,750 and $580,000
- Contract Expiration: March 2022
- Procurement Method: Best Value
PROCUREMENT OPPORTUNITIES

IT Temporary Staffing Services

- Fill temporary (Temp) staffing needs for the City of Arlington’s Information Technology (IT) department. Temporary staffing needs may include acquiring Temps available for Temp-to-Hire positions.

- Service categories include:
  - Project management/business analysis: project/program manager, business analyst, business analyst specialist, PMO, IT trainer
  - Application development and support: system analyst, data architect, data scientist, ETL developer, etc.
  - Technical support and infrastructure: desktop support, network administrator, etc.
  - Geographic information systems (GIS)
  - Security and compliance: security administrator, security analyst, etc.
PROCUREMENT OPPORTUNITIES

IT Temporary Staffing Services

- Best Value Ranking:
  - Price (40 points): the bidder with the lowest price receives the maximum score
  - Operational Plan (60 points): (1) proposer’s experience history; (2) current and last two years of financial statement; (3) narrative of three most recent contracts; (4) customer reference from three organizations; (5) overview of company’s structure, ownership & history; (6) candidate’s sourcing process; (7) process to minimize turnover & absenteeism; (8) temporary employee’s testing & prescreening procedures; (9) client list from DFW area; (10) statement indicating no fee for temporaries becoming regular City employee; (11) monthly review statement sample; (12) invoice sample; (13) breakdown of available persons in available pool by City’s job classification.
Demand Response Rideshare Services

- Current Vendors: VIA Transportation Inc.
- Contract Value: $9,859,801
- Contract Expiration: December 2022
- Procurement Method: Request for Proposal
PROCUREMENT OPPORTUNITIES

Demand Response Rideshare Services

- Subcontracting opportunities include:
  - Call center (customer service)
  - Drivers (temporary staffing services)
  - Vehicle maintenance and cleaning
  - Vehicle design and wraps
  - Marketing and advertisement
  - Insurance
## Procurement Opportunities

<table>
<thead>
<tr>
<th>Bid #</th>
<th>Bid Title</th>
<th>Close Date &amp; Time</th>
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<tr>
<td>22-0009</td>
<td>City Tower 4&lt;sup&gt;th&lt;/sup&gt; Floor Remodel</td>
<td>Oct. 21&lt;sup&gt;st&lt;/sup&gt; @ 2 pm</td>
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<tr>
<td>22-0012</td>
<td>ARC, Preventative Maint. Of Uninterrupted Power System</td>
<td>Oct. 21&lt;sup&gt;st&lt;/sup&gt; @ 2 pm</td>
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<tr>
<td>22-0101</td>
<td>South Service Center Training Rm. Exterior Door Renovation</td>
<td>Oct. 21&lt;sup&gt;st&lt;/sup&gt; @ 2 pm</td>
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<tr>
<td></td>
<td>2022 Annual RFQ</td>
<td>Nov. 5&lt;sup&gt;th&lt;/sup&gt; @ 8 am</td>
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PROCUREMENT OPPORTUNITIES

- Minority/Woman Business Enterprise Program
  - MWBE Policy & Procedures Manual
  - 30% overall MWBE goal on all procurements
  - contract specific goals
PROCUREMENT OPPORTUNITIES

- MWBE Certification
  - Approved agencies:
    - North Central Texas Regional Certification Agency,
    - State of Texas Historically Underutilized Business program,
    - Texas Dept. of Transportation DBE Program (TUCP),
    - Small Business Adm. 8(a) Bus. Development Program,
    - DFW Minority Supplier Development Council, and
    - Women’s Business Council - Southwest
  - Approved certifications: DBE, MBE, and WBE
PROCUREMENT OPPORTUNITIES

- Next Seps
  - Become A Vendor/Supplier
    - Supplier Registration (IONWAVE)
    - Supplier Registration Guide
  - Review Purchasing Information
    - Insurance Requirements
    - Standards Terms & Conditions
  - Successful Bid 101 Presentation
PROCUREMENT OPPORTUNITIES

Office of Business Diversity

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QUESTIONS?