




EXHIBIT 1

Date: August 16, 2018

To: Jack L. Stephens, Executive Director

From: Christopher Cross, Director of Procurement 

Subject: ITB 18-003 “Wayfinding Station Signage Project”

Re: Executive Director Determination of Responsiveness and Responsibility and Recommendation of Intent to Award

Nature of Procurement

SFRTA intends to enter into an Agreement with a qualified Contractor for the Wayfinding Station Signage Project. The term of the Agreement shall not exceed one hundred fifty (150) days from issuance of a Notice to Proceed.

Procurement History

SFRTA began advertising this Invitation to Bid (ITB) on June 15, 2018. Advance notice was sent to eight (8) firms from SFRTA’s vendor database/referral list. The ITB was also publicly advertised in three (3) local newspapers and on SFRTA’s website. Documents were made available on June 18, 2018. A Pre-Bid Conference was held on June 27, 2018. Eleven (11) firms obtained the ITB document. Two (2) bids were received on July 31, 2018.

The Bid tabulation is as follows:

Firm	Price
Bergen Sign Company	\$425,064.00
Don Bell Signs, LLC	\$567,140.00

Analysis

Bergen Sign Company provided financial statements evidencing adequate financial stability and strength to perform the work required by the contract. In addition, the company will be contractually required to provide a Performance and Payment Bond for all work required by the contract and has provided a notice from its Surety that it has favorable bonding capacity and that the Surety will execute and furnish the contractually required bonds. Also, Bergen Sign Company has reported it has no outstanding monetary damages being assessed for failure to complete a project on time or for breach of contract, nor is the company facing potential monetary damages as a result of pending contract terminations or pending litigation. Additionally, the company listed several current projects of similar scope and size comparable to the SFRTA project. References provided by Bergen Sign Company responded with favorable ratings.

Bergen Sign Company certified that their firm is not currently suspended, debarred, voluntarily excluded or determined ineligible by any federal agency. This was verified by staff using the Systems for Award Management System "SAMS."

Determination

For the reasons set forth above, Bergen Sign Company has been determined to be the lowest responsive and responsible bidder and is recommended for award of ITB No. 18-003 for the "Wayfinding Station Signage Project."



Jack L. Stephens
Executive Director