

City of Fort Worth, Texas

Mayor and Council Communication

DATE: 11/11/25 M&C FILE NUMBER: M&C 25-1025

LOG NAME: 13P ITB 25-0213 SIGNS BANNERS AND INSTALLATION JH CITY

SUBJECT

(ALL) Authorize Execution of Non-Exclusive Agreements with Signs PQ, LLC, Risner Naukam Design Group, Inc. dba The Bubble, and Big Hit Productions, Inc. dba Big Hit Creative Group for Signs, Banners, and Installations in an Annual Combined Amount Up to \$230,000.00 for the Initial One-Year Term and Authorize Four One-Year Renewal Options for the Same Annual Amount for City Departments

RECOMMENDATION:

It is recommended that the City Council authorize the execution of non-exclusive agreements with Signs PQ, LLC, Risner Naukam Design Group, Inc. dba The Bubble, and Big Hit Productions, Inc. dba Big Hit Creative Group for signs, banners, and installation services in an annual combined amount up to \$230,000.00 for the initial one-year term and authorize four one-year renewal options for the same annual amount for multiple City departments.

DISCUSSION:

The purpose of this Mayor & Council Communication is to secure non-exclusive agreements for signs, banners, and installation services for the Parks and Recreation, Aviation, Police, Environmental, Human Resources, Property Management, Fire, Water, and City Attorney Departments. The agreements will be utilized on an as needed basis for the design, production, and installation of signage related to special events, renovations, and airfield updates. Purchasing issued Invitation to Bid (ITB) 25-0213, which outlined detailed materials, quality and installation requirements. The ITB was advertised in the *Fort Worth Star-Telegram* on August 13, 2025, August 20, 2025, and August 27, 2025. The City received six (6) responses. PhilandAndy Enterprises LLC dba Signs By Tomorrow failed to submit documentation required under the bid specifications. As a result, their bid was determined to be non-responsive.

At the time the solicitation was issued, the City's existing agreement for similar items under Cooperative Agreement BuyBoard 671-22 expired with no renewals. Purchasing set up non-exclusive bridge agreements with the awarded vendors in an amount up to \$100,000.00 with an expiration of December 31, 2025. These bridge agreements will be amended and restated upon the approval of the M&C with agreements following the terms herein.

Staff evaluated the bid responses based on the lowest responsible bidder criteria and recommends awarding to Signs PQ, LLC, Risner Naukam Design Group, Inc. dba The Bubble, and Big Hit Productions, Inc. dba Big Hit Creative Group. No guarantee was made that a specific number of items will be purchased.

FUNDING: The combined annual amount allowed under the Agreements will be \$230,000.00. However, the actual amount used will be based on the needs of each department and available budgets. Funding is budgeted in the various accounts within the participating departments' operating budgets.

AGREEMENT TERMS: Upon City Council approval these agreements shall begin upon execution and expire one year from that date.

RENEWAL TERMS: These agreements may be renewed for four (4) additional one-year terms. This action does not require specific City Council approval provided that the City Council has appropriated sufficient funds to satisfy the City's obligations during the renewal terms.

ADMINISTRATIVE CHANGE ORDER: An administrative change order or increase may be made by the City Manager up to the amount allowed by relevant law and the Fort Worth City Code and does not require specific City Council approval as long as sufficient funds have been appropriated.

SMALL BUSINESS PROGRAM: This bid was issued before September 1, 2025, preceding the implementation of the Small Business Program. Therefore, a Small Business Goal was not assigned.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that funds are available in the current operating budget, as previously appropriated, in the participating departments' Operating Funds to support the approval of the above recommendation and execution of the contract. Prior to any expenditure being incurred, the participating departments have the responsibility to validate the availability of funds.

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