

Mayor and Council Communication

DATE: 01/25/22

M&C FILE NUMBER: M&C 22-0058

LOG NAME: 13P 21-0136 GROUNDS MAINTENANCE MINOR EQUIPMENT JC

SUBJECT

(ALL) Authorize Execution of Non-Exclusive Agreements with Leonard's Farm & Ranch Store, Inc. and Lawn & Garden Warehouse for Grounds Maintenance Equipment and Supplies in a Combined Annual Amount Up to \$650,000.00 for City Departments and Authorize Four One-Year Renewal Options for the Same Annual Amount

RECOMMENDATION:

It is recommended that the City Council authorize execution of non-exclusive agreements with Leonard's Farm & Ranch Store, Inc. and Lawn & Garden Warehouse for grounds maintenance equipment and supplies in a combined annual amount up to \$650,000.00 for City Departments and authorize four one-year renewal options for the same annual amount.

DISCUSSION:

The Park & Recreation, Public Events, Water, Transportation & Public Works, and Fire Department approached the Purchasing Division for assistance with securing an agreement for commercial grade minor equipment and related maintenance items for grounds maintenance throughout the City on an "as-needed" basis. Purchasing staff issued an Invitation to Bid (ITB) No. 21-0136 on August 31, 2021 with submissions due by September 16, 2021.

The ITB was advertised in the *Fort Worth Star-Telegram* on September 1, 2021, September 8, 2021 and September 15, 2021. The City received three bids: A&B Lawn & Garden was deemed non-responsive due to not receiving 50% or more of the evaluation points. Staff recommends awarding to the other two vendors under a multiple award because their bids provide the best value and will meet the City's needs to obtain the equipment necessary to perform grounds maintenance by City staff.

AGREEMENT TERMS - Upon City Council's approval, this agreement shall begin upon execution and expire one year from that date.

RENEWAL TERMS: This agreement may be renewed for four additional one-year renewal periods. This action does not require specific City Council approval provide that the City Council has appropriated sufficient funds to satisfy the City's obligations during the renewal term.

BUSINESS EQUITY:A waiver of the goal for M/WBE subcontracting requirements is approved by the Diversity and Inclusion Department, in accordance with Ordinance No. 225165-10-2021 (the Business Equity Ordinance), because the application of the purchase of goods or services is from sources where subcontracting or supplier opportunities are negligible.

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.

FISCAL INFORMATION / CERTIFICATION:

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

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