

# Mayor and Council Communication

**DATE:** 11/28/23

**M&C FILE NUMBER:** M&C 23-1005

**LOG NAME:** 13PITB 23-0082 UPS UNIT REPLACEMENT AND MAINTENANCE CP IT

**SUBJECT**

(ALL) Authorize Execution of a Purchase Agreement for Uninterruptable Power Supply Unit Replacement and Maintenance Services with DataSpan Holdings, Inc. for the Information Technology Solutions Department in an Annual Amount Up to \$207,000.00 for the Initial Term and Authorize Up to Four One-Year Automatic Renewals for the Same Annual Amount

**RECOMMENDATION:**

It is recommended that the City Council authorize execution of a purchase agreement for uninterruptable power supply unit replacement and maintenance services with DataSpan Holdings, Inc. for the Information Technology Solutions Department in an annual amount up to \$207,000.00 for the initial term and authorize four, one-year automatic renewals for the same annual amount.

**DISCUSSION:**

The Information Technology Solutions Departments approached the Purchasing Division to finalize an agreement to procure services to replace and maintain uninterruptable power supply units on as needed basis. The uninterruptable power supply units will be utilized to provide backup power to critical Information Technology infrastructure while the maintenance services will assist in maintaining the uninterruptable power supply units. Purchasing issued Invitation to Bid (ITB) No. 23-0082 that consisted of detailed specifications describing the services to replace and maintain uninterruptable power supply units.

The ITB was advertised in the Fort Worth Star-Telegram on August 2, 2023, August 9, 2023, August 16, 2023, and August 23, 2023.

An evaluation panel consisting of representatives from the Information Technology Solutions Department reviewed and scored the submittals using the Best Value Criteria. The individual scores were averaged for each of the criteria and the final scores are listed in the table below. No guarantee was made that a specific amount of services would be purchased.

Bidder	Evaluation Factors				
DataSpan	A	B	C	D	Total Score
	22.17	11.33	4.33	35	72.83

Best Value Criteria:

- a. Contractor's qualifications, experience, and references
- b. Availability of resources to provide services (equipment, personnel)
- c. Contractor's approach to perform services
- d. Cost of service

After evaluation, the panel concluded that DataSpan Holdings, Inc. presented the best value to the City. Therefore, the panel recommends that Council authorize a purchase agreement for uninterruptable power supply unit replacement and maintenance services to DataSpan Holdings, Inc. Staff certifies that the recommended vendor met the bid specifications.

Funding is budgeted in the ITS Other General Government Department's ITS Capital Fund for the purpose of funding the FY 23 UPS Refresh project, as appropriated.

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

**RENEWAL TERMS:** This agreement may be renewed for four additional, automatic, 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 term.

**DVIN-BE:** A waiver of the goal for Business Equity subcontracting is approved by the DVIN-BE, in accordance with the Business Equity Ordinance, because 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 capital budget, as previously appropriated, in the ITS Capital Fund for the FY23 UPS Refresh project to support the approval of the above recommendation and execution of the agreement. Prior to any expenditure being incurred, the Information Technology Solutions Department has the responsibility to validate the availability of funds.

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