

# Mayor and Council Communication

DATE: 06/13/23

M&C FILE NUMBER: M&C 23-0449

LOG NAME: 13P 23-0016 PURCHASE USED VEHICLES EC PROPERTY MANAGEMENT

**SUBJECT**

(ALL) Authorize Execution of Purchase Agreements for Used Vehicles with A-1 Financial Services, LLC., Sam Pack's Five Star Ford, LTD., and RLB Sales and Leasing, LLC. for the Property Management Department in an Annual Amount Up to \$700,000.00 for an Initial Term and Authorize Four Automatic Annual Renewal Options

**RECOMMENDATION:**

It is recommended that the City Council authorize the execution of purchase agreements for used vehicles with A-1 Financial Services, LLC., Sam Pack's Five Star Ford, LTD., and RLB Sales and Leasing, LLC. for the Property Management Department in an annual amount up to \$700,000.00 for an initial one-year term and authorize four automatic annual renewal options for the same annual amount.

**DISCUSSION:**

The Property Management Department approached the Purchasing Division to finalize an agreement for the purchase of Used Vehicles on behalf of the Police Department. To procure these items, Purchasing issued an Invitation to Bid (ITB) No. 23-0016 describing the specifications needed by the Property Management Department. The bid was advertised in the *Fort Worth Star-Telegram* for three (3) consecutive Wednesdays beginning on January 11, 2023, January 18, 2023, and January 25, 2023. The City received three (3) responses.

The bids were evaluated using the lowest responsible bid criteria. The purchase will be based on the price and availability of items.

Staff recommends awarding to A-1 Financial Services LLC., Sam Pack's Five Star Ford LTD., and RLB Sales and Leasing, LLC. because their responses provided the lowest responsive and responsible bids and best meet the City's needs for used vehicles. No guarantee was made for a specific amount that would be purchased. The recommendation was made using the information below:

Bidder	A-1 Financial Services, LLC		Sam Pack's Five Star Ford, LTD		RLB Sales and Leasing, LLC		Recommended Vendors
	Discount	Total	Discount	Total	Discount	Total	
Discount off Kelly Blue Book Price (based on \$700,000.00 maximum annual spend)	25%	\$525,000.00	10%	\$630,000.00	3%	\$679,000.00	A-1 Financial Services, LLC Sam Pack's Five Start Ford LTD RLB Sales and Leasing, LLC
Total Award Recommendation				\$700,000.00 (requested spend by Department)			

FUNDING: The maximum amount allowed under this agreement will be \$700,000.00; however, the actual amount used will be based on the need of the Fort Worth Police Department and available budget. Funding is budgeted in the Police Department's CCPD Capital Projects Fund for the purpose of funding the PD FY23 Vehicle Replacements project, as appropriated.

DVIN-BE: A waiver of the goal for Business Equity subcontracting requirement 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.

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

RENEWAL TERMS: This agreement may be renewed automatically for up to 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 term.

**FISCAL INFORMATION / CERTIFICATION:**

The Director of Finance certifies that funds are available in the current capital budget, as previously appropriated, in the CCPD Capital Projects Fund for the PDFY23 Vehicle Replacement project to support the approval of the above recommendation and execution of the purchase agreement. Prior to any expenditure being incurred, the Property Management Department has the responsibility to validate the availability of funds.

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