

Mayor and Council Communication

DATE: 02/11/25

M&C FILE NUMBER: M&C 25-0126

LOG NAME: 22ITB25-0028 DRUMS AND PAILS

SUBJECT

(ALL) Authorize Execution of an Agreement with Questar Solutions, Inc. for Drums, Pails, and Related Accessories for the Storage, Cleanup, and Transportation of Regular and Hazardous Chemicals in an Amount Up to \$225,000.00 Annually and Authorize Four Renewal Options for the Same Annual Amount for the Environmental Services and Park and Recreation Departments

RECOMMENDATION:

It is recommended that the City Council authorize the execution of an Agreement with Questar Solutions, Inc. for drums, pails, and related accessories for the storage, cleanup, and transportation of chemicals for an annual amount up to \$225,000.00, and authorize four renewal options for the same annual amount for the Environmental Services and Park and Recreation Departments.

DISCUSSION:

The Environmental Services Department issued Invitation to Bid (ITB) 25-0028 for an agreement to procure various types and sizes of drums and pails for the storage, cleanup, and transportation of regular or hazardous chemicals. The specifications included a description of the drums, pails, and related accessories most frequently used by both the Environmental Services and Park and Recreation Departments.

This bid was advertised in the *Fort Worth Star-Telegram* on November 13, 2024, November 18, 2024, November 27, 2024 and December 4, 2024. The City received three responses and scored on the lowest responsive and responsible bid.

Staff recommends awarding a contract to Questar Solutions, Inc. with four options to renew. All bids were evaluated based on the lowest responsive and responsible bidder; staff found the pricing to be fair and reasonable. No guarantee was made regarding the amount of items that would be purchased. The proposed contract would allow the unit price to be increased so long as the City approved the increase.

FUNDING - The maximum amount allowed under this agreement will be up to \$225,000.00; however, the actual amount used will be based on the needs of the departments and their available budget. Funding is budgeted in the General Operating & Maintenance category in the Solid Waste Fund for the Environmental Services Department and in the General Fund for the Parks and Recreation Department.

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.

DVIN OFFICE - This solicitation was reviewed by The Business Equity Division for available business equity prospects according to the City's Business Equity Ordinance. There were limited business equity opportunities available for the services/goods requested, therefore, no business equity goal was established.

RENEWAL OPTIONS - This agreement may be renewed for up to four (4) additional, one-year terms. This action does not require specific City Council approval provided 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 operating budget, as previously appropriated, in the General Fund and the Solid Waste Fund to support the approval of the above recommendation and award of the contract. Prior to any expenditure being incurred, the Environmental Services and Park and Recreation Departments have the responsibility to validate the availability of funds.

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