

Mayor and Council Communication

DATE: 01/14/25

M&C FILE NUMBER: M&C 25-0021

LOG NAME: 13P AMEND CSC 62438 TIPS 23010401 GLASS PMD KQ

SUBJECT

(ALL) Authorize Amendment to Agreement with Peruna Glass, Inc. DBA Glass Doctor of North Texas Using Interlocal Purchasing System Contract 23010401 to Increase the Annual Amount by \$208,000.00 for a New Total Annual Amount Up to \$308,000.00 for the Property Management Department

RECOMMENDATION:

It is recommended that City Council authorize an amendment to City Secretary Contract No. 62438 with Peruna Glass, Inc. DBA Glass Doctor of North Texas using Interlocal Purchasing System Contract 23010401 to increase the annual amount by \$208,000.00 for a new total annual amount up to \$308,000.00 for the Property Management Department.

DISCUSSION:

On December 16, 2024, the Property Management Department (PMD) entered into City Secretary Contract No. 62438 with Peruna Glass, Inc. DBA Glass Doctor of North Texas. To meet the demand for glass repair, replacement, and related services for the City of Fort Worth's (City) owned properties, PMD staff requests that City Council authorize an increase to the Agreement's annual spending authority by an additional \$208,000.00 to accommodate the need to service all locations, including New City Hall and Emergency Medical Services (EMS) buildings. The new total annual amount of the agreement will be up to \$308,000.00.

FUNDING: The maximum annual amount allowed under this agreement will be \$308,000.00; however, the actual amount used will be based on the need of PMD and available budget. Funding is budgeted in the General Operating & Maintenance category in the General Fund and in the Fleet Srvc Outside Rep & Maint account in the Fleet & Equipment Serv Fund for PMD.

AGREEMENT TERM: The current agreement term is from December 16, 2024 to April 30, 2026.

RENEWAL OPTIONS: The agreement may be renewed for two (2) 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.

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.

COOPERATIVE PURCHASE: State law provides that a local government purchasing under a Cooperative Purchasing Agreement satisfies state laws requiring that the local government seek competitive bids for the purchase of the item. TIPS Contracts have been competitively bid to increase and simplify the purchasing power of local government entities. TIPS published Request for Proposals (RFP) 230104 Trades, Labor, and Materials (2 Part with JOC) on January 5, 2023 and January 12, 2023, and submissions were opened on February 17, 2023. Staff reviewed the pricing and determined it to be fair and reasonable.

BUSINESS EQUITY: A business equity goal is not assigned when purchasing from an approved purchasing cooperative or public entity.

The Cooperative Agreement serves ALL COUNCIL DISTRICTS.

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 Fleet & Equipment Serv Fund to support the approval of the above recommendation and authorization of the change order. Prior to any expenditure being incurred, the Property Management Department has the responsibility to validate the availability of funds.

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