

City of Fort Worth, Texas

# Mayor and Council Communication

DATE: 06/25/24 M&C FILE NUMBER: M&C 24-0543

LOG NAME: 13P COOP SW 091422-FAS FASTENAL WATER CP

SUBJECT

(ALL) Authorize Purchase Agreement with Fastenal Company Using Sourcewell Cooperative Agreement 091422-FAS in an Annual Amount Up to \$650,000.00 and Authorize Four One Year Renewal Options for the Same Annual Amount for Facility Maintenance, Repairs, Industrial Supplies, and Related Materials for All City Departments

RECOMMENDATION:

It is recommended that the City Council authorize a purchase agreement with Fastenal Company Using Sourcewell Cooperative agreement 091422-FAS in an annual amount up to \$650,000.00 and authorize four one year renewal options for the same annual amount for facility maintenance, repairs, industrial supplies, and related materials for All City Departments.

DISCUSSION:

On May 23, 2024, the Water Department contacted the Purchasing Division to enter into an agreement with Fastenal Company using Sourcewell Cooperative agreement 091422-FAS.This agreement will be used by City Departments to purchase tools and equipment such as HVAC, motors, motor accessories, welding, soldering, and power tools and accessories, allowing all City departments to conduct facility maintenance and repairs as needed.

The maximum annual amount allowed under this agreement will be \$650,000.00 citywide. However, the actual amount used will be based on the need of each department and available budget.

Sourcewell Contract No.091422-FAS original term is through November 8, 2026, with two one-year options to renew through November 8, 2028. The Request for offer for Sourcewell Contract No.091422-FAS was published July 26, 2022, and responses were opened September 14, 2022. Sourcewell offers fixed discounts. Staff reviewed pricing and determined pricing was fair and reasonable.

AGREEMENT TERM - This Agreement will begin upon execution and will expire on November 8, 2024, with four (4) one-year options to renew to align with Sourcewell Cooperative Contact No. 091422-FAS.

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 an item under a Cooperative Purchasing Agreement satisfies state laws requiring that the local government seek competitive bids for the purchase of the item.

DVIN: An MBE/SBE goal is not assigned when purchasing from an approved purchasing cooperative or public entity.

The Cooperative Agreement serves ALL COUNCIL DISTRICTS.

A Form 1295 is not required because: This contract will be with a publicly-traded business entity or a wholly-owned subsidiary of a publicly-traded business entity: Fastenal Company

FISCAL INFORMATION / CERTIFICATION:

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

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