

City of Fort Worth, Texas

Mayor and Council Communication

DATE: 06/25/24 M&C FILE NUMBER: M&C 24-0547

LOG NAME: 13PAMEND COOP AGREEMENT 4IMPRINT DS MC

SUBJECT

(ALL) Authorize Amendment to Cooperative Agreement with 4Imprint, Inc to Increase the Annual Amount by \$100,000.00 for a New Total Annual Amount of \$200,000.00 for Marketing Items for City Departments

RECOMMENDATION:

It is recommended that City Council authorize an amendment to Cooperative Agreement (CSC No. 58534) with 4Imprint, Inc to increase the annual amount by \$100,000.00 for a new total annual amount of \$200,000.00 for Marketing Items for City Departments.

DISCUSSION:

On December 5, 2022, the City entered into an agreement with 4Imprint, Inc under Choice Partners Cooperative Agreement Contract No. T21/048SG-01 for an amount up to \$100,000.00 (CSC No. 58534).

The Development Services Department approached the Purchasing Division requesting additional spending authority with 4Imprint, Inc to purchase additional items for recruitment and marketing efforts. Additionally, various City Departments utilize this agreement which has reached its maximum purchasing capacity. Staff requests that the City Council authorize an increase to the spending authority under the contract by an additional \$100,000.00 to accommodate this increase for departmental spending. The new total annual amount of the agreement will be up to \$200,000.00.

FUNDING: The maximum amount allowed under this agreement Citywide will be \$200,000.00; however, the actual amount used will be based on the need of each department and available budget.

AGREEMENT TERM: The current agreement term is from July 21, 2023, to July 20, 2024.

RENEWAL TERMS: The contract may be renewed for up to one (1) one-year term in alignment with the underlying COOP agreement, at the City's option. This action does not require specific City Council approval provided that 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 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.

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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