

Mayor and Council Communication

DATE: 09/22/20

M&C FILE NUMBER: M&C 20-0692

LOG NAME: 13P20-0229 PUBLICATION OF CITY NOTICES

SUBJECT

(ALL) Recognize the *Fort Worth Star-Telegram* as the City of Fort Worth's Official Newspaper and Authorize Purchase Agreement with Star-Telegram, Inc. for the Publication of Official City Notices and Advertising in an Amount Up to \$200,000.00 for One Year with No Options to Renew for All City Departments

RECOMMENDATION:

It is recommended that the City Council:

1. Authorize a purchase agreement with the Star-Telegram, Inc. for the publication of official City notices and advertising in an amount up to \$200,000.00 for one year with no options to renew; and
2. Recognize the *Fort Worth Star-Telegram* as the City of Fort Worth's official newspaper.

DISCUSSION:

Under the City of Fort Worth Charter, Chapter XXVII § 17, the City is required to annually designate the official newspaper for official advertisements. City departments use the official newspaper for the publication of bid announcements, personnel advertisements, notice of surplus property sales, ordinances, special notices and all other notices or publications required or authorized by State Law, the City Charter, City Ordinance or other regulations.

Staff prepared an Invitation to Bid (ITB) which consisted of detailed specifications describing the types of notices the vendors would be required to publish. The ITB also required the publication to have been in general circulation in the City of Fort Worth for at least two consecutive years prior to the time of award. Staff certifies that the bid submitted by the *Fort Worth Star-Telegram* meets specifications.

PRICE ANALYSIS - The unit prices are the same as the previous agreement prices awarded in 2018 (M&C P-12220). No guarantee was made that a specific amount of services would be purchased. The City anticipates spending approximately \$200,000.00 for these services.

BID ADVERTISEMENT - This bid was advertised in the *Fort Worth Star-Telegram* on August 5, 2020, August 12, 2020, August 19, 2020 and August 26, 2020. Eight vendors were solicited from the purchasing vendor database; a sole response was received.

M/WBE OFFICE - A waiver of the goal for MBE/SBE for subcontracting requirements was requested by the Purchasing Division and approved by the M/WBE Office, in accordance with BDE Ordinance, because the purchase of goods or services is from sources where subcontracting or supplier opportunities are negligible.

Upon approval by City Council, this agreement shall be effective and remain valid for one year from that date.

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 the approval of the above recommendations and award of the contract. Prior to any expenditure being incurred, the participating departments have the responsibility to validate the availability of funds.

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