

Mayor and Council Communication

DATE: 04/25/23

M&C FILE NUMBER: M&C 23-0298

LOG NAME: 13P COOP DRINKING WATER CC PD

SUBJECT

(ALL) Authorize Execution of a Purchase Agreement with BlueTriton Brands, Inc. in an Annual Amount Up to \$237,000.00 for Bottled Drinking Water, Cooler and Other Related Products for City Departments Using Choice Partners Cooperative Contract No. 21/035TP

RECOMMENDATION:

It is recommended that the City Council authorize execution of a purchase agreement with BlueTriton Brands, Inc. in an annual amount up to \$237,000.00 for Bottled Drinking Water, Cooler and Other Related Products for City Departments Using Choice Partners Cooperative Contract No. 21/035TP and authorize two consecutive one-year renewal options.

DISCUSSION:

City Departments (Development Services, Diversity & Inclusion, City Secretary, Neighborhood Services, Transportation & Public Works, Property Management, Code Compliance, Public Events, Police, Fire, Municipal Courts, Aviation, Water and Park & Recreation) will purchase bottled drinking water and other related services using Choice Partners contract number 21/035TP.

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 purchase of the items. Choice Partner contracts have been competitively bid to increase and simplify the purchasing power of government entities. RFP 21/035TP was issued on March 12, 2021 and advertised in the *Houston Chronicle*. The RFP opened on April 9, 2021; Six (6) responses were received.

DIVERSITY & INCLUSION - A Business Equity goal is not assigned when purchasing from an approved purchasing cooperative or public entity.

AGREEMENT TERMS - Upon City Council approval, the agreement will begin upon execution and end on June 19, 2023, with two (2) one-year renewal options to correspond with the term of the cooperative contract. 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 terms. Staff anticipates that the costs for renewal years shall remain approximately the same as the initial year.

ADMINISTRATIVE CHANGE ORDERS - An administrative change order or increase may be made by the City Manager or his designee 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.

The maximum annual amount allowed under the agreements will be \$237,000.00, however the actual amount used will be based on the need of the department and available budget. The annual department allocation for this agreement is:

Department	Annual Amount
Development Services	\$1,350.00
Diversity & Inclusion	\$1,036.29
City Secretary	\$971.46
Neighborhood Services	\$12,292.76
Transportation & Public Works	\$17,099.61
Property Management	\$1,043.42
Code Compliance	\$2,190.24
Public Events	\$2,000.00
Police	\$120,000.00
Fire	\$21,500.00
Municipal Courts	\$5,500.00
Aviation	\$5,000.00
Water	\$31,300.00
Park & Recreation	\$15,000.00

Funding is budgeted in the participating departments operating funds.

This project will serve 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 the 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.

<u>Submitted for City Manager's Office by:</u>	Reginald Zeno	8517
	Fernando Costa	6122
<u>Originating Business Unit Head:</u>	Reginald Zeno	8517
	Neil Noakes	4212
<u>Additional Information Contact:</u>	Jo Ann Gunn	8525
	Cristina Camarillo	8355