

City of Fort Worth, Texas

Mayor and Council Communication

DATE: 04/23/24M&C FILE NUMBER: M&C 24-0317

LOG NAME: 13PRFP 24-0111 SCHOOL CROSSING GUARD SERVICES TPW MC

SUBJECT

(ALL) Authorize Execution of an Agreement with All City Management Services, Inc for Crossing Guard Services in an Annual Amount Up to \$4,529,115.00 for Year One, \$5,166,215.00 for Year Two and \$5,820,550.00 for Year Three, for the Initial Three-Year Term and Authorize Two One-Year Renewals for an Annual Amount Up to \$6,546,315.00 for the First Renewal and \$7,318,035.00 for the Second Renewal, for the Transportation and Public Works Department

RECOMMENDATION:

It is recommended that City Council authorize execution of an agreement with All City Management Services, Inc for crossing guard services in an annual amount up to \$4,529,115.00 for year one, \$5,166,215.00 for year two and \$5,820,550.00 for year three, for the initial three-year term and authorize two one-year renewals for an annual amount up to \$6,546,315.00 for the first renewal and \$7,318,035.00 for the second renewal, for the Transportation and Public Works Department.

DISCUSSION:

The Transportation and Public Works Department (TPW) approached the Purchasing Division to procure an agreement for school crossing guards. The department will utilize this agreement to provide crossing guards in the morning and afternoon hours, for regular and summer school days. Each School Crossing Guard will work three hours per day, and each School Crossing Field Supervisor will work five hours per day.

Currently, TPW covers 14 school districts and 166 schools with elementary and middle school-age children for a total of 314 intersections in the City of Fort Worth (City). All 314 intersections will be provided coverage and the City estimated a total of 374 intersections by the end of the initial three-year term and 434 intersections by the fifth year, if the City chooses to renew the agreement.

Purchasing issued a Request for Proposals (RFP) which consisted of detailed specifications describing the City’s standards and expectations for the contractor, and the required duties of the school crossing guards.

This RFP was advertised in the *Fort Worth Star-Telegram* on January 31, 2024, February 7, 2024, February 14, 2024, February 21, 2024, and February 28, 2024. The City received five (5) responses, All City Management Services, Inc, Crossing Guard Services LLC, National Security & Protective Services, Inc, Packplus, Inc. dba Josmar Medical Staffing, and Texas Public Safety and Investigations, Inc.

Packplus, Inc. dba Josmar Medical Staffing, and Texas Public Safety and Investigations, Inc, were deemed non-responsive by the Diversity and Inclusion Department due to not submitting all required Business Equity documentation.

An evaluation panel, consisting of representatives from the Transportation and Public Works, Diversity and Inclusion and Park and Recreation departments evaluated and scored the remaining submittals using Best Value criteria. The individual scores were averaged for each of the criteria and the final scores are listed in the table below:

Bidders	Evaluation Criteria								
	a	b	c	d	e			Total Score	Rank
					e.1	e.2	e.1 + e.2		
All City Management Services, Inc.	22.50	12.75	13.13	9.00	9.909	25.00	34.91	92.289	1
Crossing Guard Services LLC	11.88	9.375	10.13	5.25	10.00	25.00	35.00	71.635	2
National Security & Protective Services, Inc.	5.63	2.63	1.13	0.75	Bidder did not meet 50% of technical points; therefore, was deemed non-responsive and disqualified from the evaluation process.			10.13	3

Best Value Criteria:

- a. Proposer’s qualifications, experience and references
- b. Project approach and methodology to perform services
- c. Proposer’s plan and method for hiring crossing guards

d. Ability to meet the City's needs

e. Cost, allocated points based on a combination of:

e.1 Price

e.2 Administrative Expenses

National Security & Protective Services, Inc was deemed non-responsive as it did not score at least 50% or more of the total available points for the technical criteria.

After evaluation, the panel concluded that All City Management Services, Inc presented the best value to the City. Therefore, the panel recommends that City Council authorize an agreement with All City Management Services, Inc. The awarded vendor is committing to the City requirement of Minimum Hourly Pay Rate as described in the solicitation; thus, the agreement includes School Crossing Guards and School Crossing Guards Field Supervisors base salary increases, as well as additional intersections to support the growth of the School Crossing Guards program, as indicated on the table below:

School Crossing Guards - Year 1 to Year 3		
Description	Estimated Number of Intersections	Minimum Hourly Pay Rate per City Guidelines
School Crossing Guard - Year 1 (Hourly Rate)	314	\$15.45
School Crossing Field Supervisor - Year 1 (Hourly Rate)		\$18.72
School Crossing Guard - Year 2 (Hourly Rate)	344	\$16.07
School Crossing Field Supervisor - Year 2 (Hourly Rate)		\$19.28
School Crossing Guard - Year 3 (Hourly Rate)	374	\$16.71
School Crossing Field Supervisor - Year 3 (Hourly Rate)		\$19.86
School Crossing Guards - Year 4		
Description	Estimated Number of Intersections	Minimum Hourly Pay Rate per City Guidelines
School Crossing Guard - Year 4 (Hourly Rate)	404	\$17.38
School Crossing Field Supervisor - Year 4 (Hourly Rate)		\$20.46
School Crossing Guards - Year 5		
Description	Estimated Number of Intersections	Minimum Hourly Pay Rate per City Guidelines
School Crossing Guard - Year 5 (Hourly Rate)	434	\$18.07
School Crossing Field Supervisor - Year 5 (Hourly Rate)		\$21.07

No guarantee was made that a specific amount of services would be purchased. Staff certifies that the recommended vendor's bid met specifications.

FUNDING: The maximum annual amount allowed under this agreement for the first year would be \$4,529,115.00; however, the actual amount used will be based on the need of the department and available budget. Funding is budgeted in the Other Contractual Services account under the Crime Control & Prevention District Fund (CCPD) for the Transportation and Public Works Department. The amount available for Fiscal Year 2024 is \$867,684.99, the remaining amount will be budgeted and available in Fiscal Year 2025 budget. The annual Department allocation for this agreement is:

Year	Fund	Department	Estimated Annual Amount	Account Name
1	CCPD - 26001	Transportation and Public Works	\$4,529,115.00	5330201 - Other Contractual Services
2	CCPD - 26001	Transportation and Public Works	\$5,166,215.00	5330201 - Other Contractual Services
3	CCPD - 26001	Transportation and Public Works	\$5,820,550.00	5330201 - Other Contractual Services

DVIN-BE: All City Management Services, Inc is in compliance with the City's Business Equity Ordinance by committing to 100% Business Equity participation on this project. The City's MWBE goal on this project is 25%.

AGREEMENT TERMS: Upon City Council approval, this agreement shall begin upon execution and shall expire three years after that date.

RENEWAL TERMS: This agreement may be renewed for two (2) one-year terms at the City's option. 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.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that upon approval of the above recommendation, funds are available in the current operating budget, as previously appropriated, and upon adoption of the Fiscal Year 2025 Budget by the City Council, funds will be available in the Fiscal Year 2025 Operating Budget, as appropriated, in the Crime Control & Prevention District Fund. Prior to an expenditure being incurred, the Transportation & Public Works Department has the responsibility to validate the availability of funds.

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Expedited