

Mayor and Council Communication

DATE: 12/14/21

M&C FILE NUMBER: M&C 21-0962

LOG NAME: 13P22-0015 HVAC FILTERS MGF

SUBJECT

(ALL) Authorize Execution of an Non-Exclusive Agreement with Air Relief Technologies, Inc. dba Tex-Air Filters for Heating Ventilation and Air Conditioning Filters in a Total Annual Amount Up to \$393,246.24 for the Property Management, Public Events, and Aviation Departments and Authorize Four One-Year Renewal Options for the Same Annual Amount

RECOMMENDATION:

It is recommended that the City Council authorize a non-exclusive agreement with Air Relief Technologies, Inc. dba Tex-Air Filters for heating ventilation and air conditioning filters in a total annual amount up to \$393,246.24 for the Property Management, Public Events, and Aviation Departments and authorize four one-year renewal options for the same annual amount.

DISCUSSION:

The Property Management, Public Events, and Aviation Departments approached the Purchasing Division to purchase heating ventilation and air conditioning (HVAC) filters. This agreement will provide HVAC filters for the different city property locations. To procure these goods, Purchasing staff issued an Invitation to Bid (ITB).

ITB 22-0015 was advertised in the *Fort Worth Star-Telegram* on November 3, 2021, November 10, 2021, and November 17, 2021. The bid opened on November 3, 2021 and two bids were received; one from Air Relief Technologies, Inc. dba Tex-Air Filters, and one from Hujaya Supply. The two bids were evaluated based on lowest responsible bid. Purchasing Staff certifies that Air Relief Technologies, Inc. dba Tex-Air Filters meet the requirements stated in the specifications. Purchasing Staff recommends awarding a purchasing agreement for a total up to \$393,246.24 to Air Relief Technologies, Inc. dba Tex-Air Filters to meet the Department's needs. Products will be ordered based on price and availability. No guarantee was made that a specific amount of products would be purchased.

Agreement Terms: Upon City Council's approval, this agreement shall begin upon execution and expire one year from that date.

Renewal Terms: The Agreement may be renewed for four one-year renewal options for the same annual amount. The renewals do not require specific City Council approval as long as sufficient funds have been appropriated.

Business Equity: A waiver of the goal for M/WBE subcontracting requirements is approved by the Office Business Diversity, in accordance with the BDE Ordinance, because the application of the purchase of good or services is from sources where subcontracting or supplier opportunities are negligible.

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 funds are available in the current operating budget, as previously appropriated, in the Municipal Airport, General and Culture & Tourism Funds to support the approval of the above recommendation and execution of the agreement. Prior to any expenditure being incurred, the Property Management, Public Events, and Aviation Departments have the responsibility to validate the availability of funds.

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