

Mayor and Council Communication

DATE: 12/14/21

M&C FILE NUMBER: M&C 21-0953

LOG NAME: 13P 21-0190 CLASS 2-4 SERVICE BODIES CC PMD

SUBJECT

(ALL) Authorize Execution of Non-Exclusive Agreements with Kaffenberger Truck Equipment Co., and BrandFX, LLC for Class 2-4 Service Bodies for a Total Annual Amount Up to \$1,071,520.00 for the Initial Term, and Authorize Four One-Year Renewal Options in the Amount of \$1,125,096.00 for the First Renewal, \$1,181,351.00 for the Second Renewal, \$1,240,419.00 for the Third Renewal and \$1,302,440.00 for the Fourth Renewal for the Property Management Department on Behalf of Other City Departments

RECOMMENDATION:

It is recommended that the City Council authorize non-exclusive agreements with Kaffenberger Truck Equipment Co., and BrandFX, LLC for Class 2-4 service bodies for a total annual amount up to \$1,071,520.00 for the initial term, and authorize four one-year renewal options in the amount of \$1,125,096.00 for the first renewal, \$1,181,351.00 for the second renewal, \$1,240,419.00 for the third renewal and \$1,302,440.00 for the fourth renewal for the Property Management Department on behalf of other City departments.

DISCUSSION:

The Property Management Department approached the Purchasing Division to procure an agreement for a class 2-4 service bodies. In order to procure this item staff issued an Invitation to Bid (ITB). The ITB consisted of detailed specifications regarding the services bodies requirements. A service body is a vehicle body that is installed over the bed of a truck. The service bodies are needed to replace units that are no longer feasible to retain and maintain. The ITB was advertised in the *Fort Worth Star-Telegram* on August 18, 2021, August 25, 2021 and September 1, 2021. The City received two bids.

Staff evaluated both bid responses and recommends awarding non-exclusive one-year agreements to Kaffenberger Truck Equipment Co. and BrandFX, LLC with four one-year options to renew. No guarantee was made that a specific amount of these items will be purchased. It is recommended that each annual award amount include the average industry standard of 5% increase in cost per year.

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.

AGREEMENT TERMS: Upon City Council approval, each agreement shall begin upon execution and expire one year from that date.

RENEWAL TERMS: This agreement may be renewed for four (4) additional one-year renewal periods. 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.

BUSINESS EQUITY: A waiver of the goal for M/WBE subcontracting requirements is approved by the Diversity and Inclusion Department, in accordance with Ordinance No. 225165-10-2021 (the Business Equity Ordinance), because the application of the purchase of goods or services is from sources where subcontracting or supplier opportunities are negligible.

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.

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