

Mayor and Council Communication

DATE: 12/15/20

M&C FILE NUMBER: M&C 20-0932

LOG NAME: 13P AMEND JANITORIAL SUPPLIES MG

SUBJECT

(ALL) Authorize an Amendment to Janitorial Supplies Mayor and Council Communication 20-0691 to Add Additional Vendors, Brady Industries, Inc. dba Campbell Paper Company, using Omnia Partners Network Services Cooperative Contract 202329-01 and Empire Paper Company using The Interlocal Purchasing System (TIPS) Cooperative Contract 200106

RECOMMENDATION:

It is recommended that City Council authorize an amendment to Janitorial Supplies Mayor and Council Communication 20-0691 to add additional vendors, Brady Industries, Inc. dba Campbell Paper Company, using Omnia Partners Network Services Cooperative Contract 202329-01 and Empire Paper Company using The Interlocal Purchasing System (TIPS) Cooperative Contract 200106.

DISCUSSION:

On September 22, 2020, the City Council approved Mayor and Council Communication (M&C) 20-0691 authorizing agreements for janitorial supplies with various vendors for an amount up to \$1,100,000.00 for a one-year term for all city departments. City departments use these agreements to purchase needed janitorial supplies.

Before the previous agreement expired, city departments purchased janitorial supplies from Praetorian Operating Inc, dba Campbell Paper Company. Due to time constraints, Purchasing was not able to issue a new bid before the current agreement expired. The City utilized multiple Cooperative Purchasing agreements with various vendors to avoid a disruption in purchasing needed supplies until a bid could be completed later in the year. Purchasing is requesting to amend M&C 20-0691 to add additional vendors, Brady Industries, Inc. dba Campbell Paper Company, using Omnia Partners Network Services Cooperative Contract 202329-01 and Empire Paper Company using The Interlocal Purchasing System (TIPS) Cooperative Contract 200106. Departments have requested that Campbell Paper Company be added to the Janitorial Services agreement to purchase needed items such as oil absorbent and degreaser.

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. BuyBoard, Sourcewell, TIPS, and Omnia Partners have been competitively bid to increase and simplify the purchasing power of local government entities across the State of Texas.

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.

M/WBE OFFICE - An M/WBE goal is not assigned when purchasing from an approved purchasing cooperative or other public entity.

Upon City Council approval, the Agreement shall begin upon execution of the Agreement and shall continue for a term up to one year.

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 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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