

Mayor and Council Communication

DATE: 08/04/20

M&C FILE NUMBER: M&C 20-0492

LOG NAME: 13PITB 20-0153 WATER METER AND PUMP GASKETS AR

SUBJECT

Authorize the Purchase of Water Meter and Pump Gaskets from Han-Boone International, Inc. dba Fort Worth Gasket & Supply in an Annual Amount Up to \$200,000.00 and Authorize Four Annual Renewal Options for the Water Department (ALL COUNCIL DISTRICTS)

RECOMMENDATION:

It is recommended that the City Council authorize execution of an agreement with Han-Boone International, Inc. dba Fort Worth Gasket & Supply for water meter and pump gaskets in an annual amount up to \$200,000.00 and authorize four annual renewal options for the Water Department.

DISCUSSION:

The Water Department approached the Purchasing Division to procure an annual agreement for water meter and pump gaskets. The new, prefabricated gaskets are used in the installation and replacement of water meter and pump equipment in various locations throughout the City. Purchasing issued an Invitation to Bid (ITB) which consisted of detailed specifications describing the size, material and manufacturing requirements for each type of gasket.

This bid was advertised in the *Fort Worth Star-Telegram* on June 3, 2020, June 10, 2020, and June 18, 2020. The City received two bid responses.

Bids were evaluated based on lowest responsible bidder. Staff evaluated the bid responses and recommended awarding a one-year agreement to Han-Boone International, Inc. dba Fort Worth Gasket & Supply along with four one-year options to renew. No guarantee was made that a specific amount of these items will be purchased.

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.

A waiver of the goal for MBE/SBE subcontracting requirements was requested by the Purchasing Division and approved by the M/WBE Office, in accordance with the BDE Ordinance, because the purchase of goods or services is from sources where subcontracting or supplier opportunities are negligible.

Upon City Council approval, the contract shall begin on execution and end one year from that date.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that upon approval of the recommendations, funds are available in the current operating budget, as appropriated, of the Water and Sewer fund and that, prior to an expense being made, the Water department has the responsibility to validate the availability of funds.

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