

# Mayor and Council Communication

DATE: 08/24/21

M&C FILE NUMBER: M&C 21-0596

LOG NAME: 13P21-0074 CLASS 4 CAB AND CHASSIS CC PMD

## **SUBJECT**

(ALL) Authorize Execution of an Agreement for Class 4 Cab and Chassis with Grapevine DCJ, LLC for an Annual Amount Up to \$577,220.00 for the Initial Term, and Authorize Four One-Year Renewal Options in the Amount of \$606,081.00 for the First Renewal, \$636,386.00 for the Second Renewal, \$668,205.00 for the Third Renewal and \$701,615.00 for the Fourth Renewal for the Property Management Department

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## **RECOMMENDATION:**

It is recommended that the City Council authorize execution of an agreement for class 4 cab and chassis with Grapevine DCJ, LLC for an annual amount up to \$577,220.00 for the initial term, and authorize four one-year renewal options in the amount of \$606,081.00 for the first renewal, \$636,386.00 for the second renewal, \$668,205.00 for the third renewal and \$701,615.00 for the fourth renewal for the Property Management Department.

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## **DISCUSSION:**

The Property Management Department approached the Purchasing Division to procure an agreement for class 4 cab and chassis for Transportation Public Works, Park and Recreation, Police, Fire and the Water Department. A class 4 cab and chassis is a commercial vehicle with a gross vehicle weight rating (GVWR) between 14,001 and 16,000 pounds. The items will be used to replace units that are no longer feasible to maintain. In order to procure these items staff issued an invitation to bid (ITB). ITB No. 21-0073 consisted of detailed specifications regarding the vehicle requirements. The ITB was advertised in the *Fort Worth Star-Telegram* on May 19, 2021, May 26, 2021 and June 2, 2021. The City received 4 bids. Industrial Power, LLC was deemed non-responsive due to not meeting the GVWR requirements. Sam Pack's Five Star Ford and Randall Reed's Prestige Ford were deemed non-responsive due to not submitting the required current manufacturer specifications for the items being offered and not submitting the bidder qualifications documentation.

Staff evaluated the bid responses and recommends awarding an one-year agreement to Grapevine DCJ, LLC along 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, this 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 provide 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 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.

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## **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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