

Mayor and Council Communication

DATE: 06/27/23

M&C FILE NUMBER: M&C 23-0545

LOG NAME: 13P 23-0058 LOCKSMITH SERVICES EC PMD

SUBJECT

(ALL) Authorize Execution of an Agreement with Michael's Keys, Inc. for Locksmith Services for City Departments in an Annual Amount Up to \$200,000.00 and Authorize Up to Four Automatic Renewals for the Same Annual Amount

RECOMMENDATION:

It is recommended that the City Council authorize execution of an agreement for with Michael's Keys, Inc. for locksmith services for City Departments in an annual amount up to \$200,000,00 and authorize up to four automatic renewals for the same annual amount.

DISCUSSION:

The Property Management Department approached the Purchasing Division to finalize an agreement for locksmith services. Property Management was joined in this bid by the Water, Parks, Public Events, Fire, Aviation, Police, Financial Management Services, Code Compliance and Library Departments. In order to procure these items, Purchasing issued Invitation to Bid (ITB) No. 23-0058 describing the specifications needed by the Property Management Department. These services will be used for repair and replacement of existing locks, lock rekeying and key copying, and to purchase locks and key blanks.

The bid was advertised in the *Fort Worth Star-Telegram* for four (4) consecutive Wednesdays beginning on April 19, 2023, April 26, 2023, May 3, 2023 and May 10, 2023. The bid was opened on May 11, 2023.

The City received three (3) responses. One response was deemed non-responsive for failing to include all of the required documentation.

An evaluation panel comprised of members of the Property Management Department and the Economic Development Departments reviewed and scored the submittals using the Best Value criteria.

The scores were averaged for each of the criteria and the final scores are listed in the table below.

Proposer	Evaluation Factors						
	a	b	c	d	e	Total	Rank
Michael's Keys, Inc.	17.00	5.00	9.00	5.00	35.00	71.00	1
Priority Lock and Key	15.00	5.00	7.00	5.00	0	32	*

* The Bidder did not achieve the minimum number of technical points to proceed, therefore, did not receive a ranking.

Best Value Criteria:

- a) Qualifications and Experience
- b) Methodology and Approach to Performing Services
- c) Resources (Personnel Available)
- d) Resources (Equipment)
- e) Cost of Services

After evaluation, the panel concluded that Michael's Keys Inc. presents the best value for the City. Therefore, the panel recommends that Council authorize an agreement with Michael's Keys, Inc. Staff certifies that the recommended vendor's bid met specifications.

FUNDING: The maximum amount allowed under this agreement will be \$200,000.00.00; however, the actual amount used will be based on the need of the departments and available budget. Funding is budgeted in the participating departments' operating funds.

DVIN-BE - A waiver of the goal for Business Equity subcontracting requirement is approved by the DVIN-BE, in accordance with the Business Equity Ordinance, because the purchase of goods 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.

AGREEMENT TERMS: Upon City Council approval, this agreement shall begin upon execution and expire on September 30,2023.

RENEWAL TERMS: This agreement may be renewed for up to four (4) additional, automatic one-year terms. 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.

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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