

Mayor and Council Communication

DATE: 03/25/25

M&C FILE NUMBER: M&C 25-0247

LOG NAME: 13P COOP EQUALIS 052920-02A DRINKING WATER JH CITY

SUBJECT

(ALL) Authorize Execution of a Purchase Agreement with BlueTriton Brands, Inc. Using Equalis Cooperative Contract No. 052920-02A for Bottled Drinking Water and Other Related Products in an Annual Amount Up to \$255,000.00 and Authorize One One-Year Renewal Option for the Same Amount for All City Departments

RECOMMENDATION:

It is recommended that the City Council authorize execution of a purchase agreement with BlueTriton Brands, Inc. using Equalis Cooperative Contract No. 052920-02A for bottled drinking water and other related products in an annual amount up to \$255,000.00 and authorize one one-year renewal option for the same amount for all City Departments.

DISCUSSION:

This Mayor and Council Communication (M&C) is to authorize an agreement that all City Departments will use to purchase bottled drinking water and other related services. This agreement will allow field staff in multiple departments to remain hydrated and avoid heat exhaustion while being unable to access water fountains and refill stations. The agreement will also allow City staff to provide bottled water during meetings and for City facilities that currently do not have water fountains and/or refill stations.

Staff reviewed the pricing under Equalis Cooperative Contract No. 052920-02A and determined the pricing to be fair and reasonable. Equalis Cooperative Contract No. 052920-02A was published on May 29, 2020 and June 4, 2020. Responses were opened on July 9, 2020. Equalis Cooperative Contract No. 052920-02A offers fixed discounts.

The maximum annual amount allowed under the Agreement citywide will be \$255,000.00. However, the actual amount used will be based on the needs of the department and available budget. Funding is budgeted in the various accounts within the participating departments' operating budgets, as appropriated.

COOPERATIVE PURCHASE - State law provides that a local government purchasing an item under a cooperative purchase agreement satisfies any state law requiring that the local government seek competitive bids for purchase of the item. Equalis contracts are competitively bid to increase and simplify the purchasing power of government entities across the State of Texas.

TERM: The initial term of the agreement will begin upon execution and expire August 31, 2026 to correspond with the terms of the cooperative contract. The agreement may be renewed for up to one additional one-year term for the same annual amount at the City's option.

BUSINESS EQUITY - A business equity goal is not assigned when purchasing from an approved purchasing cooperative or public entity.

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.

This project will serve ALL COUNCIL DISTRICTS.

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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