

Mayor and Council Communication

DATE: 11/08/22

M&C FILE NUMBER: M&C 22-0912

LOG NAME: 21FY23 KINLOCH EQUIPMENT & SUPPLY, INC. REPAIRS & SVS

SUBJECT

(ALL) Authorize Sole Source Purchase Agreement with Kinloch Equipment & Supply, Inc. for Original Equipment Manufacturer Elgin and Vactor Equipment Parts and Repairs in an Amount Up to \$350,000.00 with Four one-year Renewal Options for the Same Annual Amount for the Property Management Department

RECOMMENDATION:

It is recommended that the City Council authorize a sole source purchase agreement with Kinloch Equipment & Supply Inc. for original equipment manufacturer Elgin and Vactor equipment parts and repairs in an amount up to \$350,000.00 with four one-year renewal options for the same annual amount for the Property Management Department.

DISCUSSION:

The Property Management Department (PMD) approached the Purchasing Division for assistance in obtaining replacement parts and services to maintain City owned Elgin and Vactor parts and repairs equipment. Kinloch Equipment & Supply Inc. is the sole distributor for Elgin and Vactor maintenance, service repairs and original equipment manufacturer (OEM) replacement parts. The City of Fort Worth has street sweepers and sewer units that maintain City streets and drainage systems that range in age from 1975 to 2018. Elgin and Vactor offers OEM parts needed to ensure optimal performance from equipment during standard business hours and after hour field service calls.

Staff reviewed the prices and determined them to be fair and reasonable. No guarantee was made that a specific amount of goods and services would be purchased. The City anticipates spending approximately \$350,000.00 per year during the term of the agreement, which provides an adequate amount of funds for repairs and service needed for city equipment.

Funding is budgeted in the Fleet Service Outside Repair & Maintenance account of the Property Management Department's Fleet & Equipment Service Fund.

DVIN: Property Management submitted a 252 Form approved by Assistant City Attorney - Taylor Paris to waive the business equity goal requirement.

This procurement is exempted from the competitive bidding requirements as provided for under Section 252.022(7) of the Texas Local Government Code because, Kinloch Equipment & Supply Inc. is the documented sole source original equipment manufacturer for Elgin and Vactor Equipment Parts and Repairs for Kinloch.

ADMINISTRATIVE CHANGE ORDER - An administrative change order or increase may be made by the City Manager in the amount up to \$50,000.00 and does not require specific City Council approval as long as sufficient funds have been appropriated.

Upon City Council approval, the Agreement shall begin upon execution of the Agreement and expire one year from that date.

RENEWAL OPTIONS - This Agreement may be renewed for four additional one-year renewal periods. 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 upon approval of the above recommendation, funds are available in the current operating budget, as appropriated, in the Fleet & Equipment Serv Fund. Prior to any expenditure being incurred, the Property Management Department has the responsibility to validate the availability of funds.

Submitted for City Manager's Office by: Dana Burghdoff 8018

Originating Business Unit Head: Steve Cooke 5134

Additional Information Contact: Lolita Brewer 6645

