

Mayor and Council Communication

DATE: 05/09/23

M&C FILE NUMBER: M&C 23-0365

LOG NAME: 13P ITB 23-0025 LIQUID PETROLEUM TD PMD

SUBJECT

(ALL) Authorize Execution of an Agreement with Ferrellgas, L.P. for Liquid Petroleum Gas for an Annual Amount Up to \$257,000.00 for the Property Management Department

RECOMMENDATION:

It is recommended that the City Council authorize execution of an agreement with Ferrellgas, L.P. for liquid petroleum gas for an annual amount up to \$257,000.00 and authorize four, one-year renewal options for the same annual amount for the Property Management Department on behalf of all City Departments.

DISCUSSION:

The Property Management Department approached the Purchasing Division to procure an annual agreement for petroleum liquid gas. The gas will be used for motor fuel, bottle filling, forklifts, mowers, and heating fuel for City facilities where natural gas is not available.

In order to procure these goods, staff issued Invitation to Bid (ITB) No. 23-0025. The ITB consisted of detailed specifications for the liquid petroleum gas. The ITB was advertised in the *Fort Worth Star-Telegram* on February 15, 2023, February 22, 2023, March 1, 2023, and March 8, 2023. The City received two (2) responses.

WestAir Gases & Equipment was deemed non-responsive due to not submitting all documentation required.

An evaluation panel consisting of representatives of the Code Compliance and Property Management Departments reviewed and scored the remaining submittal using Best Value criteria. The scores were averaged for each criterion and the final scores are listed in the table below.

Bidders	Evaluation Factors					Total Scores
	a	b	c	d	e	
Ferrellgas L.P.	10.50	3.67	10.50	14.67	45.00	84.33

Best Value Criteria:

- a. Bidder's Location within 75 miles of City Hall, 200 Texas Street Dealership Support Network within 60 miles of City Hall, 200 Texas Street, Fort Worth, TX 76102
- b. Years in business, minimum 2 years
- c. Experience working with governments or similar-size organization
- d. Ability to provide service within 24-48 hours of requesting service
- e. Cost

After evaluation, the panel concluded that Ferrellgas L.P. presented the best value to the City. Therefore, the panel recommends that Council authorize this purchase with Ferrellgas L.P. and certifies that the recommended vendor bid met specifications.

FUNDING: The maximum amount allowed under this agreement Citywide will be \$257,000.00; however, the actual amount used will be based on the need of the department and available budget. Funding is budgeted in the participating departments' Operating Funds.

DIVERSITY AND INCLUSION (DVIN) - Ferrellgas L.P. is in compliance with the City's Business Equity Ordinance by committing up to 5% Business Equity participation on this project. The City's Business Equity goal on this project is 5%.

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 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.

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.

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 purchase agreement. Prior to any expenditure being incurred, the participating departments have the responsibility to validate the availability of funds.

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