

# Mayor and Council Communication

**DATE:** 03/03/20

**M&C FILE NUMBER:** M&C 20-0131

**LOG NAME:** 25WRMC CHAIR REPLACEMENT

**SUBJECT**

Authorize the Execution of an Agreement with Mitylite, Inc., Increasing the Expenditure Amount Under BuyBoard Cooperative Contract 584-19 by \$172,000.00, for a Total Amount Not to Exceed \$222,000.00, to Purchase Chairs for the Public Events Department (COUNCIL DISTRICT 7)

---

**RECOMMENDATION:**

It is recommended that City Council authorize the execution of an Agreement with MityLite, Inc., increasing the expenditure amount under BuyBoard Cooperative Contract 584-19 by \$172,000.00, for a total amount not to exceed \$222,000.00, to purchase replacement chairs for the Public Events Department (City Project No. 101753)

---

**DISCUSSION:**

The purpose of this Mayor and Council Communication is to authorize an increase to BuyBoard Contract 584-19 to enable a one-time purchase of replacement chairs for the Public Events Department (PED) to be utilized at the Will Rogers Memorial Center (WRMC).

Ordinance 23392-09-2018, adopted September 18, 2018, included an appropriation of \$350,000.00 in Public Events Capital Funds for furniture replacement at the Will Rogers Memorial Center as part of the PED FY19 Capital Improvement Plan. The existing chairs and tables purchased in 2005 have exceeded their service life and are not economical to repair. Expanding the capacity on this existing contract will allow PED to engage in the replacement process, which will address market demands for a more formal chair model to be used for banquets and meetings held in the Round Up Inn and South Texas meeting rooms.

PED staff evaluated a variety of chair models, brands, and manufacturers and determined the MityLite chair provides the best value due to style, durability, and accessories. The estimated cost for replacement of 1,500 chairs is \$156,829.04, including freight. The replacement of tables is being accommodated through another contract, TXMAS-18-7105, which is also with MityLite, Inc., but was found to provide a more economical price for those product needs.

The existing BuyBoard Cooperative Contract 584-19 with MityLite, Inc. was administratively awarded, per City of Fort Worth Purchasing Policies and Procedures, in the amount of \$50,000.00 for a period of April 1, 2019 to May 31, 2020. This recommended increase will result in a new contract amount up to \$222,000.00 and will accommodate the needed chair replacements as described and does not extend the existing agreement period. BuyBoard Cooperative Contract 584-19 with MityLite, Inc. was found to be the lowest price for the product needed.

M/WBE - An M/WBE goal is not assigned when purchasing from an approved purchasing cooperative or other public entity.

COOPERATIVE PURCHASING - State law provides that a local government purchasing an item under a Cooperative Purchasing Agreement satisfies State laws requiring that the local government seek competitive bids for purchase of the item. TXMAS and Buyboard contracts have been competitively bid to increase and simplify the purchasing power of local government entities across the State of Texas.

ADMINISTRATIVE CHANGE ORDER - An Administrative change order or increase may be made by the City Manager in the amount of \$100,000.00 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 upon approval of the above recommendation and award of the contract, funds are available in the current capital budget, as appropriated, in the Public Events Capital Fund WRMC Chair Replacements 2019 project. Prior to any expenditure being incurred, the Public Events Department has the responsibility to validate the availability of funds.

**Submitted for City Manager's Office by:** Jay Chapa 5804

**Originating Business Unit Head:** Michael Crum 2501

**Additional Information Contact:** Chris Harmon 5988

