

# Mayor and Council Communication

**DATE:** 03/29/22

**M&C FILE NUMBER:** M&C 22-0201

**LOG NAME:** 13P22-0027 MANUAL LABOR PERSONNEL SERVICES CC PE

**SUBJECT**

(ALL) Authorize Execution of a Purchase Agreement with FW Services, Inc. d/b/a Pacesetter Personnel Services for Manual Labor Personnel Services in an Annual Amount Up to \$1,705,000.00 for the Initial Term, and Authorize Four One-Year Renewal Options in the Same Amount for the Public Events Department

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**RECOMMENDATION:**

It is recommended that the City Council authorize execution of a purchase agreement with FW Services, Inc. d/b/a Pacesetter Personnel Services for manual labor personnel services in an annual amount up to \$1,705,000.00 for the initial term, and authorize four one-year renewal options in the same amount for the Public Events Department.

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**DISCUSSION:**

The Public Events Department approached the Purchasing Division for assistance with securing an agreement for manual labor personnel services that will be used for the preparation of events related to set-ups and maintaining event spaces for various City of Fort Worth events. Purchasing Staff issued an Invitation to Bid (ITB) that described the personnel requirements and duties.

The ITB was advertised in the *Fort Worth Star-Telegram* on December 15, 2021, December 22, 2021, December 29, 2021, January 5, 2022, and January 12, 2022. The City received four responses.

Bids were evaluated on best value criteria including the proposer's qualifications and experience, available resources, approach to perform services and cost. Staff from the Public Events Department evaluated the bids submitted and recommend awarding an one-year agreement to FW Services, Inc. d/b/a Pacesetter Personnel Services, along with four one-year options to renew. No guarantee was made that a specific amount of these services will be purchased.

Funding is budgeted in the Other Contractual Services account of the Culture and Tourism Fund.

In addition, 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.

Upon City Council approval, this agreement shall begin upon execution and expire one year from that date.

This agreement may be renewed for four (4) 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.

FW Services, Inc. d/b/a Pacesetter Personnel Services did not commit to the Business Equity Goal of 10%, but submitted a Good Faith Effort.

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**FISCAL INFORMATION / CERTIFICATION:**

The Director of Finance certifies that funds are available in the current operating budget, as previously appropriated, in the Culture and Tourism Fund to support the approval of the above recommendation and execution of the agreement. Prior to any expenditure being incurred, the Culture and Tourism department has the responsibility to validate the availability of funds.

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