

Mayor and Council Communication

DATE: 06/27/23

M&C FILE NUMBER: M&C 23-0599

LOG NAME: 13PITB 23-0064 AUTOMATIC DOOR INSTALLATION & REPAIR SRV CITY CH

SUBJECT

(ALL) Authorize Execution of an Agreement for Automatic Door Installation and Repair Services with Southern Automation, LLC, for the Water, Aviation, Property Management, Parks and Recreation and Public Event Departments in an Annual Amount Up to \$186,584.00 and Authorize Up to Four One-Year Automatic Renewals for the Same Annual Amount

RECOMMENDATION:

It is recommended that the City Council authorize execution of a purchase agreement with Southern Automation, LLC, for automatic door installation and repair services in an annual amount up to \$186,584.00 and authorize up to four one-year automatic renewals for the same annual amount for the Water, Aviation, Property Management, Parks and Recreation and Public Event Departments.

DISCUSSION:

City Departments approached the Purchasing Division to secure a purchase agreement for automatic door installation and repair services. The City needs these essential services to make modifications to City-owned property, allow for the installation of updated automatic doorways and for entryways to adhere to the standards set forth in the Americans With Disabilities Act.

The bid was advertised in the *Fort Worth Star-Telegram* beginning on May 10, 2023, May 17, 2023, and May 24, 2023. The City received two (2) responses.

The bids were evaluated using the best value criteria. An evaluation panel consisting of representatives from the Aviation Department, Property Management Department, and Parks and Recreation Department reviewed and scored the submittals using the Best Value Criteria. The individual scores were averaged for each of the criteria and the final scores are listed in the table below. No guarantee was made that a specific amount of services would be purchased.

Bidder	Evaluation Factors				
	a	b	c	d	Total Score
Southern Automation, LLC	17.50	9.33	4.67	35.00	66.50
Door Control Services, A DH Pace Company, Inc.	16.33	9.33	4.33	14.52	44.52

Best Value Criteria:

- a. Contractors Experience and References
- b. Contractors availability of resources to provide services
- c. Extent to which the services meet the City's needs.
- d. Cost of Service

After evaluation, the panel concluded that Southern Automation, LLC presented the best value to the City. Therefore, the panel recommends that Council authorize a purchase agreement for automatic door installation and repair services to Southern Automation, LLC. Staff certifies that the recommended vendor met the bid specifications.

The maximum amount allowed under this agreement will be \$186,584.00; however, the actual amount will be based on the needs of the departments and available budgets.

Department	Budgeted Amount

Water Department	\$86,000.00
Public Events	\$50,000.00
Property Management Department	\$30,584.00
Aviation Department	\$10,000.00
Parks and Recreation	\$10,000.00

DVIN: A waiver of the goal for Business Equity subcontracting requirements was requested, and approved by the DVIN, in accordance with the applicable Ordinance, because the purchase of goods or services is from sources where subcontracting or supplier opportunities are negligible.

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, automatic, one-year terms. 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 agreement. Prior to any expenditure being incurred, the participating departments have the responsibility to validate the availability of funds.

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