

# Mayor and Council Communication

**DATE:** 12/14/21

**M&C FILE NUMBER:** M&C 21-0957

**LOG NAME:** 13P FOOD SERVICE EQUIP, SUPPLIES, AND APPLIANCES AW

**SUBJECT**

(ALL) Authorize an Increase to an Agreement with Southwest Texas Equipment Distributors, Inc., Using BuyBoard Cooperative Agreement No. 598-19, in an Amount of \$400,000.00 for a Total Amount of \$500,000.00 for Food Service Equipment, Supplies, and Appliances for the City Departments

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**RECOMMENDATION:**

It is recommended that the City Council authorize an increase to an agreement with Southwest Texas Equipment Distributors, Inc., using BuyBoard Cooperative Agreement No. 598-19, in an amount of \$400,000.00 for a total amount of \$500,000.00 for food service equipment, supplies, and appliances for the City Departments.

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**DISCUSSION:**

On August 16, 2021, the City of Fort Worth (City) entered into an agreement, CSC No. 56251, with Southwest Texas Equipment Distributors under BuyBoard Cooperative Agreement (COOP) No. 598-19, in an amount of \$100,000.00. The City uses the contract to purchase new appliances, and/or parts to repair existing appliances within the City.

On October 13, 2021, the Public Events Department contacted the Purchasing Division to increase the spending authority on the current Cooperative Agreement by \$400,000.00. The increased contract authority will be utilized by the Public Events Department to replace a commercial dishwasher in the Fort Worth Convention Center due to the inability to repair it and for food service equipment, supplies and appliances on an as needed basis at Will Rogers Memorial Center (WRMC).

**AGREEMENT TERMS:** The current BuyBoard COOP agreement term is from December 1, 2021 to November 30, 2022 with no renewal options remaining.

**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.

**BUSINESS EQUITY:** An M/WBE goal is not assigned when purchasing from an approved purchasing cooperative or public entity.

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**FISCAL INFORMATION / CERTIFICATION:**

The Director of Finance certifies that funds are available in the current capital budget, as previously appropriated, in the Public Events Capital Fund for the FWCC Dishwasher Replacement project and WRMC Minor Renovation & Repair programmable project to support the approval of the above recommendation and execution of the contract. Prior to any expenditure being incurred, the Public Events Department has the responsibility to validate the availability of funds.

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