

Mayor and Council Communication

DATE: 08/08/23

M&C FILE NUMBER: M&C 23-0618

LOG NAME: 13P 23-0067 FUEL SYSTEMS MAINTENANCE

SUBJECT

(ALL) Authorize Execution of an Agreement with Stovall Commercial Contractors, L.L.C. for Fuel Systems Maintenance for the Property Management Department in an Annual Amount Up to \$350,000.00 and Authorize Four Automatic Renewals for the Same Annual Amount

RECOMMENDATION:

It is recommended that the City Council authorize execution of an agreement with Stovall Commercial Contractor's, LLC. for fuel systems maintenance for the Property Management Department in an annual amount up to \$350,000.00 and authorize four automatic renewals for the same annual amount.

DISCUSSION:

The Property Management Department approached the Purchasing Division to finalize an agreement for fuel systems maintenance. In order to procure these items, Purchasing issued Invitation to Bid (ITB) No. 23-0067 describing the services needed by the Property Management Department. These services will be used for repair, replacement, and preventative maintenance of fuel storage and dispensing systems.

The bid was advertised in the *Fort Worth Star-Telegram* for four (4) consecutive Wednesdays: May 3, 2023, May 10, 2023, May 17, 2023 and May 24, 2023. The bid was opened on May 25, 2023.

The City received two (2) responses.

An evaluation panel comprised of members of the Property Management Department and the Fire Department reviewed and scored the submittals using the Best Value criteria.

The scores were averaged for each of the criteria and the final scores are listed in the table below.

Proposer	Evaluation Factors						
	a	b	c	d	e	Total	Rank
Stovall Commercial Contractors, LLC	14.00	9.50	8.50	11.00	35.00	78.00	1
D&H United Fueling Solutions, Inc.	10.00	6.50	8.50	7.00	34.00	66.00	2

Best Value Criteria:

- a) Qualifications and Experience
- b) Resources (Equipment)
- c) Resources (Personnel Available)
- d) Approach to Performing Services
- e) Cost of Services

After evaluation, the panel concluded that Stovall Commercial Contractors, L.L.C. presents the best value for the City. Therefore, the panel recommends that Council authorize an agreement with Stovall Commercial Contractors, L.L.C. Staff certifies that the recommended vendor's bid met specifications.

FUNDING: The maximum amount allowed under this agreement will be \$350,000.00.00; however, the actual amount used will be based on the need of the department and available budget. Funding is budgeted in the Property Management Departments' Fleet & Equipment Service Fund.

DVIN-BE - A waiver of the goal for Business Equity subcontracting requirement is approved by the DVIN-BE, in accordance with the Business Equity Ordinance, because the purchase of goods or services is from sources where subcontracting or supplier opportunities are negligible.

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.

AGREEMENT TERMS: Upon City Council approval, this agreement shall begin upon execution and expire on September 30, 2023.

RENEWAL TERMS: This agreement may be automatically renewed for up to four (4) additional 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.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that upon approval of the recommendation, funds are available in the current operating budget, as previously appropriated, in the Fleet & Equipment Serv Fund. Prior to an expenditure being incurred, the Property Management Department has the responsibility to validate the availability of funds.

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