

# Mayor and Council Communication

**DATE:** 06/28/22

**M&C FILE NUMBER:** M&C 22-0512

**LOG NAME:** 13P ITB 22-0138 BUILDING MATERIALS MC PMD

**SUBJECT**

(ALL) Authorize Execution of a Purchase Agreement with Cowtown Materials Inc. for Building Materials for the Property Management Department in an Annual Amount Up to \$448,778.70 and Authorize Five Renewal Options for the Same Amount

**RECOMMENDATION:**

It is recommended that the City Council authorize execution of a purchase agreement with Cowtown Materials Inc. for building materials for the Property Management Department in an annual amount up to \$448,778.70 and authorize five renewal options for the same amount.

**DISCUSSION:**

The Property Management Department approached the Purchasing Division to procure an agreement for building materials. During the course of this agreement, other departments may request building materials, therefore, this agreement should also allow for those purchases. The Property Management Department will use this agreement to provide building materials and replacement parts for damaged ceilings and walls to City of Fort Worth facilities.

In order to procure these services, staff issued an Invitation to Bid (ITB). ITB No. 22-0138 consisted of detailed specifications describing the type of materials requirements. The ITB was advertised in the *Fort Worth Star-Telegram* on May 4, 2022, May 11, 2022 and May 18, 2022. The Purchasing Division received one (1) response.

The bids were evaluated using the lowest responsive and responsible bid criteria.

After the bids were tabulated, the Purchasing Division concluded that Cowtown Materials Inc. presented the lowest cost to the City. Therefore, the Purchasing Division recommends that Council authorize building materials agreements with Cowtown Material Inc.

No guarantee was made that a specific amount of services would be purchased. Staff certifies that the recommended vendors bids meet specifications.

**FUNDING:** The maximum amount allowed under this agreement will be \$448,778.70, however the actual amount used will be based on the need of the department and available budget. The annual department allocation for this agreement is:

<b>Department</b>	<b>Estimated Annual Amount</b>	<b>Account Name</b>
Property Management Department	\$448,778.70	Facilities Rep/Maint Supplies

Funding is budgeted in the Property Management Department's General Capital Projects Fund for the purpose of funding the FY22 Ceiling Tile Replacement project and in the Property Management Department roll up within the General 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, 2022.

RENEWAL OPTIONS - The City shall have five options to renew the Agreement; four (4) one-year renewal periods (October 1st to September 30th) and the fifth renewal period which shall run from October 1st to the anniversary of the date of execution. 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 funds are available in the current capital and operating budgets, as previously appropriated, in the General Fund and the General Capital Projects Fund for the FY21 Ceiling Tile Replacement project to support the approval of the above recommendation

and execution of the purchase agreement. Prior to any expenditure being incurred, the Property Management Department has the responsibility to validate the availability of funds.

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