

City of Fort Worth, Texas

Mayor and Council Communication

DATE: 09/16/25 M&C FILE NUMBER: M&C 25-0840

LOG NAME: 13P COOP CP 24/043SG-01 PROMOTIONAL ITEMS ML CITY

SUBJECT

(ALL) Authorize Execution of an Agreement with 4imprint, Inc. Using a Choice Partners Cooperative Contract to Purchase Award Jackets, Apparel, Uniforms, Screen Printing, and Embroidery for an Annual Amount Up to \$150,000.00 for the Initial Term and Authorize Three One-Year Renewal Options for the Same Amount for City Departments

RECOMMENDATION:

It is recommended that the City Council authorize execution of an agreement with 4imprint, Inc using Choice Partners Cooperative Contract No. 24/043SG-01 to purchase award jackets, apparel, uniforms, screen printing, and embroidery for an annual amount up to \$150,000.00 for the initial term and authorize three one-year renewal options for the same amount for City Departments.

DISCUSSION:

The purpose of this Mayor and Council Communication (M&C) is to authorize an agreement with 4imprint, Inc that will be used by City Departments to purchase promotional, marketing, and recruitment items for City of Fort Worth events on an as-needed basis. These items will include, but will not be limited to; the purchase of apparel, uniforms, screen printings, bags, drinkware, stationery items, awards, office supplies, items for wellness and safety, signage, and embroidery services.

FUNDING: The maximum annual amount allowed under this agreement will be \$150,000.00; however, the actual amount used will be based on the needs of each department and available budgets. Funding is budgeted in the various accounts within the participating departments operating budgets, as appropriated.

COOPERATIVE PURCHASE: State law provides that a local government purchasing an item under a cooperative purchase agreement satisfies any state law requiring that the local government seek competitive bids for the purchase of the item. Choice Partners contracts are competitively bid to increase and simplify the purchasing power of government entities across the State of Texas.

The Request for Proposal for Choice Partners Cooperative Contract No. 24/043SG was published on April 19, 2024, and April 24, 2024, and responses were opened on May 21, 2024. Choice Partners contracts offer fixed discounts. Staff reviewed the pricing and determined it to be fair and reasonable.

AGREEMENT TERM: The initial term of the agreement will begin upon execution and expire on July 28, 2026.

RENEWAL OPTIONS: In accordance with the terms of Choice Partners Cooperative No. 24/043SG-01, there are three (3) year options to renew. The spending authority for the renewal period, if exercised, will be in an amount up to \$150,000.00. 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.

This project will serve ALL COUNCIL DISTRICTS.

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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