

Mayor and Council Communication

DATE: 04/26/22

M&C FILE NUMBER: M&C 22-0302

LOG NAME: 13P22-0028 AUTO BODY COLLISION REPAIRS LSJ PMD

SUBJECT

(ALL) Authorize a Purchase Agreement for Auto Body Collision Repairs with Industrial Power, LLC for an Annual Amount Up to \$1,374,000.00 for the Property Management Department and Authorize Four Annual Renewal Options for the Same Annual Amount

RECOMMENDATION:

It is recommended that the City Council authorize a purchase agreement for auto body collision repairs with Industrial Power, LLC for an annual amount up to \$1,374,000.00 for the Property Management Department and authorize four annual renewal options for the same annual amount.

DISCUSSION:

The Property Management Department approached the Purchasing Division to finalize an annual agreement for auto body collision repairs. The agreement will be utilized to maintain, repair and service City owned vehicles and equipment. In order to procure the service, staff issued Invitation to Bid (ITB) No. 22-0028. The ITB consisted of detailed specifications describing the contractor's responsibilities and requirements for repairing the vehicles and equipment.

The ITB was advertised in the *Fort Worth Star-Telegram* for seven consecutive Wednesdays beginning on November 24, 2021, through January 5, 2022, and one response was received.

An evaluation panel comprised of representatives of the Property Management Department reviewed and scored the submittals using the Best Value criteria which included:

- (a) Availability of resources with qualified personnel to perform services
- (b) Contractor's approach to provide services within the turn-around time list in section 11.10.2
- (c) Experience working with government/similar size organization
- (d) Cost of service

The individual scores were averaged for each of the criteria and the final scores are listed in the following table. Points for pricing is determined as follows: Bidder must receive at least 50% or more of the total available points for technical criteria.

Bidders	Evaluation Factors				Total Score
	a	b	c	d	
Industrial Power, LLC	8.5	9.5	18	50	86

Staff recommends awarding a one-year agreement to Industrial Power, LLC based on best value criteria, in an annual amount up to \$1,374,000.00 for Property Management Department and four annual renewal options for the same amount. No guarantee was made that a specific amount of these services will be purchased.

Funding is budgeted in the Fleet Service Outside Rep & Maintenance account for the PM Fleet Parts & Fuel Inventory Department's Fleet & Equipment Service Fund.

DIVERSITY AND INCLUSION (DVIN) - 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.

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 one-year renewal periods. 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 ORDERS - In addition, 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.

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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