

Mayor and Council Communication

DATE: 12/13/22

M&C FILE NUMBER: M&C 22-1029

LOG NAME: 13PCOOP BB 683-22 FOOD SRVC EQUIP, SUPPLIES & APPLIANCES MC PED

SUBJECT

(ALL) Authorize Agreement with Southwest Texas Equipment Distributors, Inc., dba Mission Restaurant Supply Company, Using BuyBoard Cooperative Contract No. 683-22 for the Purchase of Food Services Equipment, Supplies and Appliances in an Annual Amount Not to Exceed \$1,457,100.00 and Authorize Two Consecutive One-Year Renewal Options for the Same Annual Amount

RECOMMENDATION:

It is recommended that the City Council authorize an agreement with Southwest Texas Equipment Distributors, Inc., dba Mission Restaurant Supply Company, using BuyBoard Cooperative Contract No. 683-22 for the purchase of food services equipment, supplies and appliances in an annual amount not to exceed \$1,457,100.00 and authorize two consecutive one-year renewal options for the same annual amount.

DISCUSSION:

The Public Events, Code Compliance, Municipal Courts, Aviation and Park and Recreation departments approached the Purchasing Division to finalize an annual agreement to purchase, food services equipment, supplies, appliances, maintenance and parts to repair existing appliances on an as-needed basis.

After reviewing specifications, Purchasing staff researched procurement options and located a cooperative agreement with Southwest Texas Equipment Distributors, Inc., dba Mission Restaurant Supply Company.

Southwest Texas Equipment Distributors, Inc., dba Mission Restaurant Supply Company is able to provide equipment, parts and services, through the following cooperative contract:

Cooperative Contract	Term Expiration
BuyBoard Contract No. 683-22	November 30, 2023

FUNDING: The maximum amount allowed under this agreement will be \$1,457,100.00, 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:

Department	Estimated Annual Amount	Account Name
Public Events	\$ 550,000.00	Minor Equipment - 5610109
	\$ 483,500.00	
	\$ 300,000.00	
Code Compliance	\$ 20,000.00	Other Contractual Services - 5330201
	\$ 7,600.00	Equipment Lease - 5442101
	\$ 30,000.00	Operating Supplies - 5610900
Municipal Courts	\$ 15,000.00	Minor Equipment - 5610109
Aviation	\$ 1,000.00	Other Contractual Services - 5330201
Park & Recreation	\$ 50,000.00	Minor Equipment - 5610109
Total	\$ 1,457,100.00	

Funding is budgeted in the Minor Equipment, Other Contractual Services, Equipment Lease and Operating Supplies accounts within the participating departments operating and capital budgets, as appropriated.

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

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

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.

RENEWAL OPTIONS: The agreement may be renewed for additional terms according to the cooperative agreement at the City's options to renew. 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 operating and capital budget, as previously appropriated, in the participating departments' Operating and Capital 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.

<u>Submitted for City Manager's Office by:</u>	Reginald Zeno	8517
	Wilson Johnson	5806
<u>Originating Business Unit Head:</u>	Reginald Zeno	8517
	Michael Crum	2501
<u>Additional Information Contact:</u>	Anthony Rousseau	8338
	Maria Canoura	2526