

Mayor and Council Communication

DATE: 08/09/22

M&C FILE NUMBER: M&C 22-0561

LOG NAME: 13PITB 22-0141 PROMOTIONAL ITEMS WATER LO

SUBJECT

(ALL) Authorize Execution of a Non-Exclusive Agreement with Ecoimprint LLC and Joy Promotions Inc. for Educational and Promotional Items for City Departments in a Combined Annual Amount Up to \$318,400.00 for the Initial Term and Authorize Five One-Year Renewal Periods for the Same Annual Amount

RECOMMENDATION:

It is recommended to authorize an execution of a non-exclusive agreement with Ecoimprint LLC and Joy Promotions Inc. for educational and promotional items for City Departments in a combined annual amount up to \$318,400.00 for the initial term and authorize five one-year renewal periods for the same annual amount.

DISCUSSION:

The Water, Aviation, Police, Communication and Public Engagement, Public Events, Neighborhood Services, Development Services, and Code Compliance Departments approached the Purchasing Division to procure promotional items. The City of Fort Worth (City) will utilize this agreement to purchase various promotional items for events including but not limited to event giveaways for adoption events, compost and recycling marketing materials, and water customer engagement and conservation events.

In order to procure these goods, Staff issued an Invitation to Bid (ITB) 22-0141, the bid consisted of detailed specifications describing the various promotional items needed. The ITB was advertised in the *Fort Worth Star Telegram* on May 18, 2022, May 25, 2022, and June 1, 2022. The Purchasing Division received four (4) responses. Promo Universal and Big Hlt Creative were deemed non-responsive because they did not submit all the required documentation. Staff evaluated the remaining responses based on the lowest responsible bidder and determined that it is in the City's best interest to award non-exclusive purchase agreements to two bidders. Under these non-exclusive agreements, departments will order goods according to lowest cost and availability. No guarantee was made that a specific amount of goods would be purchased. Staff certifies that the recommended vendors met the bid specifications.

Description	Ecoimprint LLC	Joy Promotions Inc.
Round Foam Stress Balls, Size: 2.75" Diameter, 1.25" W x 1.25" H, Weight 15.4lbs	\$285.00	\$402.50
Magnetic Clip Memo Holder, Fridge Magnet, Plastic, Size: 1.25" W x 3.25" H, 0.50" W x 1.25" H, Weight 22.8 lbs	\$233.00	\$347.50
Cell Stand Key Chain, Size: 3" W x 1.375" H	\$166.00	\$141.00
Individually Wrapped Mints, Size: 2" W x 1 1/4" H x 1/2" D,	\$539.00	\$581.00
Mobile Wallet, Variety of Colors, Size: 3.625" L x 2.25" W x 0.1875" H, Imprint 1.625" W x 1" H	\$157.50	\$375.00
Pens Javalina TM Corporate Pen, Size: 1/3" D x 5 3/4" L	\$175.00	\$290.00
12 oz Plastic Cups BPA Free, Recyclable Plastic	\$163.50	\$245.75
2200mAh Flash Power Bank	\$598.50	\$833.00
Square Corner Magnet; Size: 3.5" x 8", Full Color	\$880.00	\$1,175.00
Merchandise Bags, Natural Kraft Recycled Paper, 8-1/2" x 11"	\$372.00	\$1,560.00
Jo-Bee miser round pencil (Q41737), Wooden pencil with #2 lead, 7" long	\$220.00	\$260.00
Printed presentation folders - 2 pockets #FOL0087, One-color imprint, Size: 9 x 12	\$824.00	\$920.00
Recyclable Spiral Jotters notebook w/ matching pen (NOT45), Size: 3 x 5	\$775.00	\$890.00
6 Piece Crayon Set; Material: Kraft paper box; Colors: Black, Blue, Green, Orange, Red, Yellow; Size: 3-1/2" H x 2" W x 3/8" D	\$71.00	\$70.00

Adhesive Cell Phone Wallet; Material: Silicone; 3M® adhesive backing; Single pocket; Size: 3-3/8" x 2-1/4"	\$113.25	\$124.50
Aluminum Bike Bottle 25oz.; Bottle: Singlewall aluminum; Lid: Acrylic; Closure: Screw-on lid	\$309.00	\$345.50
Clip N Go Hand Sanitizer 1.8oz; Lightly-scented hand sanitizer gel; Active Ingredient: 62% Ethyl Alcohol; Size: 4-3/8" H x 1-5/8" H	\$568.00	\$708.00
Collapsible Folding Wagon; W/ locking, detachable handle and four 8" x 1-1/2" rubber wheels; Wagon folds down to approx. 8" in width; Weight capacity of approx. 150lbs; Size: 30" x 36-1/2" x 20-1/2"	\$514.35	\$546.30
Cottage Stress Reliever; Size: 3" x 3-1/4" x 2-1/2"; Polyfoam house stress ball	\$198.00	\$207.00
Identity Nylon Neck Wallet; Material: Polyester; Closure: Breakaway neck cord; Zippered compartment; Clear plastic badge window; Business card pocket; Pen loops	\$160.00	\$167.00
Lexus Pen - Silver; plastic barrel; Chrome accents; Rubber grip; Retractable; Medium point, black ink	\$157.50	\$189.00
Mighty Clip - House - Translucent; plastic clip; Textured grip; Button magnet on backside; House shape; Size: 2-1/2" x 2-7/8" x 1-1/4"	\$202.50	\$315.00
Multipurpose Cleaning Cloth - 6" x 6"; Material: 100% high-density microfiber; Designed with pinked raw edges	\$142.50	\$108.00
Orion Drawstring Sportpack; Material: 210D polyester; Front zippered pocket; Dual side mesh pockets; Ear bud/cable port; Dual cord shoulder straps; Size: 17-1/2" H x 13-1/2" W	\$526.08	\$570.24
Pocket Buddy Notebook; Poly-vinyl flexible cover; Spiral bound; 80 pages; White, lined paper; Zip-lock pouch; Privacy pages; Size: 7" H x 5-1/2" W x 3/4" D	\$482.00	\$872.00
Power Clip - Opaque - Pen Holder; plastic clip; Textured grip; Button magnetic on backside; Size: 1-1/4" x 3-7/16" x 1-3/4"; Integrated pen holder	\$181.50	\$246.00
Ridgeview Notebook Set; Cardboard flexible cover; 70 sheets (140 pages); White, lined paper; Pen loop; Includes matching pen with medium point, black ink; Size: 6" H x 4-1/2" W x 3/8" D	\$148.50	\$227.25
Surged Value Closed-Back Table Throw - 8'; Material: Polyester; Closed-back, 4-sided design; Fit: Draped; Surged edge finish; Dimensions: 152" x 86"; For use on 8' tables	\$425.40	\$473.28
Small Tissue Packet; Packaging material: Plastic film; Includes ten 3-ply tissues; Size: 3" H x 2-1/8" W x 7/8" W	\$290.00	\$390.00
Sparkle Mood Pencil; Heat sensitive paint finish, wood barrel; Colored eraser; Silver ferrule; #2 lead; Size: 7-1/2" long; Ships unsharpened	\$160.00	\$225.00
Spree Shopping Tote - 13" x 13"; Material: 80gsm non-woven polypropylene; Handles: Dual 17-5/8" length; Size: 13" H x 13" W x 5-1/8" D	\$590.00	\$885.00
Spring Toy; Material: Plastic; Size: 2-1/2" H x 3" Diameter	\$133.00	\$128.50
Sun Spiral Notebook; The pen loop threads through the fold-over front flap-insert for a secure closure; Size: 7" x 5-3/16" x 1/2"; Medium-point black ink pen; Includes 80 sheets (160 pages)	\$299.00	\$329.00
Super Dry Cooling Towel; Material: Microfiber; fast-drying; water-resistant; fits over standard yoga mats; Size: 66" H x 24" W	\$550.00	\$908.00
Therm-O Tote Insulated Grocery Bag; Material: Non-woven polypropylene; Polyester fill insulation; Foil lining; Zipper; Plastic bottom insert; Dual 20" carry handles; Size: 15" H x 13" W x 10" D	\$1,244.00	\$2,200.00
Triad Eraser & Pencil Sharpener; Material: Plastic w/ rubber eraser; includes small and large pencil sharpener and eraser; Snap-open cover over sharpener blades; Size: 1-3/4" H x 1-7/8" W x 3/4" D	\$108.00	\$122.00

Twist and Chill Fan; Material: Polyester with plastic handle; Foldable; Size: 7-3/4" Dia (open); 3-3/4" H x 3" W (closed)	\$564.00	\$552.00
Lip Balm; SPF 15; road Spectrum protects against UVA/UVB rays; Water-resistant; Packaging Material: Plastic tube and plastic cap; Tube Size: 2-5/8" H x 5/8" Dia; Net Weight: 0.16 oz.	\$95.40	\$61.48
Writer's Ringfolio; Material: Vinyl; Zipper pocket; Pen loop; Refillable notepad; Size: 13-1/2" H x 10" W x 1-1/2" D; Organizer panel inside, slots, large pocket and business card pocket w/ window	\$510.75	\$691.25
Table Cover, Fitting Elastic, 6ft, Polyester w/ Dye Sublimation	\$2,929.50	\$3,009.50
Table Throw, 4-sided, 6' x 30" Top x 29" H (Full Color Print)	\$2,929.50	\$3,891.25
T-shirt, Gildan, Adult Ultra Cotton, Dark Heather, Size S-XL	\$7,590.00	\$21,362.00
T-shirt, Gildan, Adult Ultra Cotton, Dark Heather, Size 2XL	\$1,062.00	\$2,078.00
T-shirt, Gildan, Adult Ultra Cotton, Dark Heather, Size 3XL-4XL	\$1,436.00	\$2,644.00
Backpack, Drawstring, Barato, Color and Imprint	\$310.00	\$516.00
Prize Wheel Game, Mini, Black	\$479.82	\$597.92
Stress Reliever, Pick-up Truck Shaped, Grey	\$444.00	\$478.00
Table Runner, Lateral, 125", Dye Sublimation	\$8,838.00	\$20,566.00
Kit, Headliner Display, 18oz vinyl, Single-sided	\$4,614.80	\$4,884.84
"Hang Around" Tote Bag, Black, 8* W x 10" H x 4" D, Imprint Area 6" W x 6" H	\$388.00	\$470.00
T-shirt,V-neck, Cherokee Unisex, Work Wear, Size: S-XL, 2-color	\$3,608.00	\$4,086.00
T-shirt,V-neck, Cherokee Unisex, Work Wear, Size: 2XL-4XL, 2-color	\$4,008.00	\$4,814.00
T-shirt, Port & Company, Youth, Cotton, S-XL, Full Color	\$828.00	\$1,636.00
T-shirt, Port & Company, Youth, Cotton, 2XL-4XL, Full Color	\$828.00	\$1,798.00
T-shirt, Port & Company, Adult, Cotton, S-XL, Full Color	\$828.00	\$1,798.00
T-shirt, Port & Company, Adult, Cotton, 2XL-4XL, Full Color	\$1,242.00	\$2,090.00
Portable Pet Treat Bag w/ Drawstring, 1-color	\$34.90	\$51.00
Compact Magnifier Light, Bright LED light, 3X Magnification Power, Powered by 4 replaceable button batteries (included), Prop 65 Compliant, Dimensions 4.75" L x 0.6875" W x 2" H	\$4,036.50	\$5,931.90
Silicone Slap Phone Stand, Soft Silicone, Attachable to make mini wallet, Holds 2-3 Cards, Dimensions 3 3/4" L x 2 1/4" W	\$1,421.55	\$3,978.00
Non-woven Tote Bag, GSM non-woven polypropylene w/ 22" handles, Removable bottom insert, 8" gusset for increased storage, Prop 65 Compliant, Dimensions: 13" H x 12" W x 8" D	\$4,446.00	\$9,477.00
Rectangle Antibacterial Hand Sanitizer Spray, Credit Card Style, 68 oz, 20 ml container, Decal included, Laminated, Colors: White, clear or metallic, FDA compliant, Dimensions 2.18" W x 3.42" H	\$4,680.00	\$5,101.20
Clear Tote Bag w/ Zipper, Made of PVC, Tip Zipper Closure, NFL sizing guidelines, 24" Handles, Spot Clean and Air Dry capable Prop 65 Compliant, Dimensions 12" W x 12" H x 6" D	\$3,744.00	\$9,828.00
Inflatable Beach Balls, 12" with built-in air catch valve, Polyvinyl with large imprint area 3" circle	\$2,895.75	\$5,791.50
Police Officer Stress Reliever, police officer figure shape and finish, Prop 65 Compliant, Dimensions 2" W x 4" H x 1" D	\$5,557.50	\$10,822.50
First Aid Kit, Vinyl Pouch, Contains: 4 latex free bandages, 1 moist towelette, 1 antiseptic towelette and 1 first aid guide, CPSIA compliant, Prop 65 Compliant, Dimensions 4 1/2" W x 2 7/8" H	\$2,340.00	\$2,925.00

Badge Holder w/ Clip, Oval Shaped, Retractable, Clear Vinyl Badge Holder, Plastic Snap Size 1/2" x 1/8", Prop 65 Compliant, Dimensions 2 1/4" L X 1 1/2" W	\$2,667.60	\$5,569.20
Lip Moisturizer Ball, Vanilla Flavored, Safety sealed, Meets FDA requirements, Prop 65 Compliant, 1 1/2" Diameter	\$1,209.78	\$3,299.40
16 oz Water Bottle, Polysure, Food Grade PET Bottle, High Gloss Finish, Leak resistant, Push-pull Lid, Prop 65 Compliant, Dimensions 7 1/2" H x 2 5/8" Diameter	\$1,711.71	\$2,316.60
Coins, Digital Die Struck, Size 1.5", Full Color 2-sides	\$1,320.00	\$4,807.00
Badge Holder, Outside Dimensions 2 11/15" x 4 1/16", Card Insert Dimension 2 3/8" x 3 3/8", 1/2" slot and 2 holes, Clear Vinyl, Anti-Print Transfer, Can accommodate a lanyard	\$420.00	\$2,600.00
Retractable Badge Reel, Black, Good Quality Plastic w/ acrylic base work, badge holder is made of ABS material, Rope is quality nylon mater, Real diameter 1.26", Rope length 28.3" (72 cm)	\$700.00	\$2,320.00
Lanyard/Keychain, Full Color, Imprint Area30" W x .5" H, Various Sizes 3/4" H x 16" H, 1" H x 16" W, 5/8" H x 16" W	\$700.00	\$4,120.00
Hats, Snap Back Full Color, Two-tone cap, breathable mesh w/ contract stitching on the bill, 100% cotton twill front panels, 100% polyester mesh mid and back panels, 7 position adjustable snap	\$3,880.00	\$14,020.00
Mug, Ceramic, 12oz, Various Colors, Glossy Exterior and Interior, C-curved Handle	\$984.00	\$879.00
Stress Reliever, Airplane Blue	\$693.00	\$1,338.00
Lapel Pin, Airplane Shape, 1" W x 7/8" H	\$408.00	\$522.00
Silicon Bracelet, Various Colors, 1/4"	\$102.00	\$516.00
Pens, translucent black barrel which features a silver metal clip and a colored trim, Rubber grip and accent near the plunger color coordinate, Blue ink, Dark blue, White branding text	\$1,850.00	\$3,000.00
Stress balls, Stressed mood maniac stress wobbler blue white, White branding text	\$4,650.00	\$16,700.00
Coffee mug, Luca, 12 oz, Colors: matte gray, cobalt blue with white branding text or equal	\$3,940.00	\$6,730.00
Journal, Mini journal with pen, flags & sticky notes, recycled paper, natural, black with black branding text	\$1,140.00	\$1,760.00
Sportpack, Mesh pocket blue, black with black branding text	\$1,140.00	\$2,650.00
Collapsible pet bowl 2 1/2" x 4 7/8" royal blue with white branding text	\$3,350.00	\$14,050.00
Stainless steel straw set, Metal straw is 9 1/2" long and 1/4" in diameter. Size (bag): 11 1/8" x 3 1/4" royal blue with white branding text	\$4,600.00	\$8,200.00
Silicone Phone Wallet with Snap Pocket, Size: 3-11/16" x 2-1/4" x 3/16", blue with silver branding text	\$1,700.00	\$3,800.00
Nutty Putty, material: Plastic shell, Packaged into traditional egg crates for shipping, Putty matches the color of the egg shell Size: 2-1/2" H x 1-1/2" Diameter blue with white branding text	\$2,800.00	\$3,125.00
Branded two pocket folders, Full color imprint on front and back panels, and on both pockets 12"x9" full color imprint with blue branding text	\$2,070.00	\$8,700.00
Soil Moisture Meter, 11.34 " x 2.13" x 1.57", Probe length 7.6", No battery or electricity required	\$2,130.00	\$7,110.00
Rain Gauge, Plastic Mold, 1.5" Measuring Gauge, 1.5" Measuring Container, Accurate 1/8" markings and .25 cm markings, Molded 3 1/2" stake	\$3,710.00	\$3,610.00
Seed packets (four varieties of native to Texas pollinator flowers	\$687.50	\$1,875.00
Non-Woven Tote Bag; Bag Weight: 100 GSM; 8" x 4" x10"	\$585.00	\$2,740.00

Plastic frisbee/flyer; 9" diameter with minimum 5" imprint area; one color imprint	\$553.00	\$679.00
Journal Notebook - Imprint: De-boss, direct print, pad print, silk screen. 3" W x 5" H	\$598.50	\$1,459.50
Lip Balm, Natural beeswax, SPF15, with Vitamin E and Aloe, Paraben-free 2.5", Prop 65 Compliant	\$435.00	\$697.50
Sticky Flag Jotter, Sticky note flags in various colors, 60 sheet spiral bound plain memo pad, Mini ball point pen inserted in elastic loop, Prop 65 Compliant, 3.75" W x 3.5" H	\$588.00	\$728.00
Custom Playing Cards w/ Case, Cards: 2.25" W x 3.38" H, Case material: Plastic, Case size: 2.25" W x 4" H x 1" D, Case imprint area: 1.25" W x 2.25" H	\$618.00	\$434.00
2-in-1 Pens w/ Hand Sanitizer, Medium point, Black ink refill, Imprint area: 2" x 0.625", Contains 3.5 ml FDA approved sanitizer, Approximate size 6.3125" l x 0.75" w x 0.5"	\$306.00	\$324.00
2" x 2" Custom Classic Temporary Tattoos	\$250.00	\$350.00
Stainless Steel Straws w/ Cleaning Brush and Silicone Tip, 9" H, Imprint area: laser engraved 3" W x .20" H	\$350.00	\$855.00
Double Insulated Steel Tumbler, 20oz, up to 2 colors	\$1,010.00	\$2,148.00
Mentos mints, individually wrapped	\$600.00	\$500.00
Set-up Charge	\$0.00	\$4,080.00
Grand Total:	\$140,109.14	\$288,919.86

Department	Estimated Annual Amount	Account Name
Water	\$100,000.00	Operating Supplies
Code Compliance	\$5,900.00	Safety Materials and Supplies
	\$100.00	Outside Printing & Binding
	\$62,900.00	Operating Supplies
	\$1,100.00	Advertising
Police	\$51,000.00	Uniforms
Park & Recreation	\$3,000.00	Advertising
	\$36,500.00	Outside Printing & Binding
Aviation	\$24,400.00	Advertising
Public Events	\$20,000.00	Other Contractual Services
Neighborhood Services	\$10,000.00	Other Contractual Services
Communication and Public Engagement	\$2,000.00	Other Contractual Services
Development Services	\$1,500.00	Other Contractual Services

FUNDING: The maximum annual amount allowed under this agreement city wide will be \$318,400.00, however the actual amount used will be based on the need of the department and available budget.

BUSINESS EQUITY: 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, the agreement will begin upon execution and will end on September 30, 2022.

RENEWAL OPTIONS: This agreement may be renewed for up to five (5) one-year terms at the City's option. 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.

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.

<u>Submitted for City Manager's Office by:</u>	Reginald Zeno	8517
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