

Mayor and Council Communication

DATE: 06/11/24

M&C FILE NUMBER: M&C 24-0469

LOG NAME: 13P RFP 24-0143 ROADSIDE TIRE SERVICES KQ PMD

SUBJECT

(ALL) Authorize Execution of Agreement with Rick's Tire Service, Inc. for Roadside Tire Services for the Property Management Department in an Annual Amount Up to \$2,040,500.00 for the Initial Term and Authorize Four, One-Year Renewal Options in an Amount Up to \$2,346,575.00 for the First Renewal, \$2,698,561.00 for the Second Renewal, \$3,103,345.00 for the Third Renewal, and \$3,568,847.00 for the Fourth Renewal

RECOMMENDATION:

It is recommended that the City Council authorize the execution of an agreement with Rick's Tire Service, Inc. for roadside tire services for the Property Management Department in an annual amount up to \$2,040,500.00 for the initial term and authorize four, one-year renewal options in an amount up to \$2,346,575.00 for the first renewal, \$2,698,561.00 for the second renewal, \$3,103,345.00 for the third renewal, and \$3,568,847.00 for the fourth renewal.

DISCUSSION:

The Property Management Department (PMD) approached the Purchasing Division for assistance with securing an agreement for roadside tire services on an as-needed basis. The Purchasing Division issued an Invitation to Bid (ITB) that consisted of specifications for roadside tire services for all 4,961 vehicles in the City's Fleet, including but not limited to emergency services vehicles, specialty and off-road equipment, and heavy-duty vehicles. The solicitation included requests for roadside tire services such as patching and plugging tires, changing tires, and providing tires for PMD to purchase when not in the City's stock.

The ITB was advertised in the *Fort Worth Star-Telegram* on February 28, 2024, March 6, 2024, March 13, 2024, March 20, 2024, and March 27, 2024. The City received one response.

At the time the solicitation was issued, the City's existing agreement for roadside tire services expired. The Purchasing Division set up a bridge agreement using cooperative agreement TIPS 230403 with Southern Tire Mart, LLC. in an amount of up to \$800,000.00 (Mayor and Council Communication (M&C) 24-0296). Per M&C 24-0296, the agreement with Southern Tire Mart, LLC. will be canceled upon execution of this agreement with Rick's Tire Service, Inc.

An evaluation panel consisting of representatives from the Property Management and Environmental Services Departments reviewed and scored the submittal using Best Value criteria. The individual scores were averaged for each of the criteria and the final scores are listed in the table below.

Bidder	Evaluation Factors				
	a	b	c	d	Total Score
Rick's Tire Service, Inc.	26.0	16.7	16.0	30	88.67

Best Value Criteria:

- a. Contractor's ability to meet the City's needs
- b. Contractor's qualifications and experience
- c. Contractor's approach to perform services
- d. Cost of service

After evaluation, the panel concluded that Rick's Tire Service, Inc. presented the best value to the City. Staff certifies that the recommended vendor's bid met specifications. Therefore, the panel recommends that the City Council authorize an agreement with Rick's Tire Service, Inc. No guarantee was made that a specific amount of services would be purchased.

Funding is budgeted in the General Operating & Maintenance category within the Fleet & Equipment Serv Fund for the Property Management Department.

PMD is requesting an annual increase for each renewal to account for the projected 3% yearly increase on the City's fleet and the average 15% yearly cost increase the Department has seen on past renewals for roadside tire services contracts.

DVIN-BE: A waiver of the goal for Business Equity subcontracting requirement is approved by the DVIN-BE, per 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 terms. This action does not require specific City Council approval provided that the City Council has appropriate 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 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.

Submitted for City Manager's Office by: Reginald Zeno 8517

Dana Burghdoff 8018

Originating Business Unit Head: Reginald Zeno 8517

Marilyn Marvin 7708

Additional Information Contact: Jo Ann Gunn 8525

Karen Quintero 8321