

# Mayor and Council Communication

**DATE:** 10/25/22

**M&C FILE NUMBER:** M&C 22-0861

**LOG NAME:** 13P ITB 22-0185 FIRE EXTINGUISHERS AW FIRE

**SUBJECT**

(ALL) Authorize Execution of a Purchase Agreement with Safety Control, LLC. for Fire Extinguishers and Related Services for the Fire, Water, Public Events, Transportation and Public Works, Police, Park and Recreation, Information Technology Solution, Neighborhood Services, and the Property Management Departments in a Combined Annual Amount Up to \$196,744.00 for the Initial Term and Authorize Four, One-Year Renewals for the Same Annual Amount

**RECOMMENDATION:**

It is recommended that the City Council authorize execution of a purchase agreement with Safety Control, LLC. for fire extinguishers and related services for the Fire, Water, Public Events, Transportation and Public Works, Police, Park and Recreation, Information Technology Solution, Neighborhood Services, and the Property Management Departments in a combined annual amount up to \$196,744.00 for the initial term and authorize four, one-year renewals for the same annual amount.

**DISCUSSION:**

The Fire, Water, Public Events, Transportation and Public Works, Police, Park and Recreation, Information Technology Solution, Neighborhood Services, and Property Management Departments approached the Purchasing Division for assistance with securing an agreement for fire extinguishers and maintenance services that will be purchased on an as-needed basis. Under the proposed agreement, the vendor will install and maintain the fire extinguishers in City buildings throughout Fort Worth. Purchasing issued an Invitation to Bid (ITB) that consisted of detailed specifications regarding the requirements for the fire extinguishers' maintenance and service procedures.

The ITB was advertised in the *Fort Worth Star-Telegram* on July 27, 2022, August 3, 2022, August 10, 2022, and August 17, 2022. The City received three (3) responses.

An evaluation panel consisting of representatives from the Property Management, Public Events, and Water Department reviewed and scored the submittals using Best Value criteria. The individual scores were averaged for each of the criteria and the final scores are listed in the table below.

Bidders	Evaluation Factors				
	a	b	c	d	Total Scores
Safety Control, LLC	12.50	10.00	13.33	30.00	65.83
Cintas	12.50	10.00	13.33	10.38	46.21
Century Fire Protection, LLC	12.50	10.00	13.33	5.85	41.72

Best Value Criteria:

- a. bidder's qualifications, experience, and references
- b. bidder's references
- c. bidder's approach to perform services and provide goods in the timeframe specified
- d. cost of service

After evaluation, the panel concluded that Safety Control, LLC. presented the best value to the City. Therefore, the panel recommends that Council authorize this agreement with Safety Control, LLC. No guarantee was made that a specific amount of services would be purchased, but the maximum annual amount for this agreement is \$196,744.00. Staff certifies that the recommended vendor bid met specifications.

Funding is budgeted in the General Fund for all participating departments.

Department	Budgeted Amount
Property Management	\$40,826.00
Police	\$17,442.00
Fire	\$76,230.00
Information Technology Solution	\$7,558.00
Neighborhood Services	\$1,500.00
Water	\$8,053.00
Park and Recreation	\$23,596.00
Public Events	\$15,826.00

DVIN-BE: 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 terms. 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.

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**FISCAL INFORMATION / CERTIFICATION:**

The Director of Finance certifies that funds are available in the current operating budget, as appropriated, in the General Fund to support the approval of the above recommendation and execution of the purchase agreement. Prior to an expenditure being incurred, the participating departments have the responsibility to validate the availability of funds.

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