

Mayor and Council Communication

DATE: 11/10/20

M&C FILE NUMBER: M&C 20-0822

LOG NAME: 13P20-0225 ITB - DECONTAMINATION SERVICES LRH

SUBJECT

(ALL) Authorize Purchase Agreement with MBW Serv Corporation for Decontamination Services in the Amount of \$572,000.00 for the Police, Property Management, Parks, Water, Code, Aviation and Office of Emergency Management (OEM) Departments and Authorize Four One-Year Renewals

RECOMMENDATION:

It is recommended that the City Council authorize a purchase agreement with MBW Serv Corporation for decontamination services in an annual amount of \$572,000.00 for the Police, Property Management, Parks, Water, Code, Aviation and OEM Departments and authorize four one-year renewals.

DISCUSSION:

The Police Department approached the Purchasing Division to finalize annual agreements for decontamination services. In order to procure these services, staff issued an Invitation to Bid (ITB). The ITB included detailed specifications describing the types of services to be performed based on industry standards and in accordance with federal and state regulations.

The ITB was advertised in the *Fort Worth Star-Telegram* on September 9, 2020, September 16, 2020, and September 23, 2020. We solicited seven vendors from the purchasing database system and received three responses. Bids were evaluated on best value criteria complying with all provisions of the solicitation. Staff recommends awarding a non-exclusive one year agreement to MBW Serv Corporation which met all applicable qualifications and specifications. The City will use this agreement on an as-needed basis. No guarantee was made that a specific amount of services would be purchased.

Last year, approximately \$180,000.00 was spent for these services. The total amount of \$572,000.00 requested will be used as follows: approximately \$199,000.00 annually for regular decontamination services, \$323,000.00 for COVID-19 related services and \$50,000.00 for contingency. Prices for labor are 15% higher than the previous prices awarded on September 29, 2015 (M&C P-11796). Overall, the prices are considered fair and reasonable (see bid tabulation attached).

A waiver of the goal for MBE/SBE subcontracting requirements was requested by the Purchasing Division and approved by the M/WBE Office, in accordance with the BDE Ordinance, because the purchase of goods or services is from sources where subcontracting or supplier opportunities are negligible.

Upon City Council's approval, this agreement shall begin and expire one year from approval date and may be renewed for up to four additional one-year terms at the City's option. This renewal 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. An administrative change order or increase may be made by the City Manager in the amount of \$143,00.00 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 authorization of the purchase agreement. Prior to any expenditure being incurred, the participating departments have the responsibility to validate the availability of funds.

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