City of Fort Worth, Texas

Mayor and Council Communication

DATE: 11/11/25 **M&C FILE NUMBER:** M&C 25-1032

LOG NAME: 13P25-0195 LIBRARY MATERIALS DISPENSER LIBRARY EC

SUBJECT

(CD 9) Authorize Execution of a One-Time Purchase Agreement with MK Solutions, Inc. for a Library Material Dispenser with a One-Year Warranty in an Amount Up to $212,400.00 and Authorize a Series of One-Year Preventative Maintenance Agreements for Up to Four Years After Expiration of the Warranty in an Annual Amount Up to $18,308.00 for the Library Department

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RECOMMENDATION:

It is recommended that the City Council authorize the execution of a one-time purchase agreement with mk Solutions, Inc. for a library material dispenser with a one-year warranty in an amount up to $212,400.00 and authorize a series of one-year preventative maintenance agreements for up to four years after expiration of the warranty in an annual amount up to $18,308.00 for the Library Department.

DISCUSSION:

The purpose of this Mayor and Council Communication is to authorize purchase of a library material dispenser, which includes a one-year warranty, and authorize a series of one-year preventative maintenance and subscription agreements after expiration of the warranty. The dispenser will be placed inside City Hall and will facilitate the pick-up and return of library materials to library patrons. To procure these services, Purchasing issued Request for Proposal (RFP) 25-0195, which outlined detailed requirements including the quantity, type, and size of items the unit must accommodate, along with training and maintenance obligations.

The RFP was advertised in the *Fort Worth Star-Telegram* on July 30, 2025, August 6, 2025, August 13, 2025, and August 20, 2025. The City received two (2) responses.

An evaluation panel, made up of staff from the Library and Water Departments, reviewed and scored the submittals using Best Value criteria. Scores were averaged for each of the criteria and the final scores are shown in the table below.

Proposer	Evaluation Factors				Total	Rank
	a	b	c	d		
mk Solutions, Inc.	17.33	27.00	25.00	15.76	85.09	1
FE Technologies America Corp.	15.33	25.00	21.00	20.00	81.33	2

The RFP outlined the following evaluation factors:

a.) Qualifications/Experience/References

b.) Approach to Perform Services

c.) Ability to Meet the City's Needs

d.) Cost to Perform Services

After completing the evaluation, the panel concluded that mk Solutions, Inc. offer the best value to the City. As a result, the panel recommends that City Council authorize the agreement with mk Solutions, Inc. No guarantee was made that a specific amount of these services would be purchased. Staff certifies the recommended vendor's proposal meets specification.

FUNDING: The maximum amount allowed under the one-year purchase agreement will be up to $212,400.00. The maximum annual amount allowed under the maintenance agreement will be up to $18,308.00 for each of the four optional years. However, the actual amount will be based on the needs of the department and available budget. Funding is available in the FY25 Lib Book Vending Machine project within the ITS Capital Fund for the initial purchase of the Library Material Dispenser and all software maintenance will be budgeted in the General Fund for the Library Department in future fiscal years.

SMALL BUSINESS ORDINANCE - This bid was issued before September 1, 2025, preceding the implementation of the Small Business Program. Therefore, a Small Business Goal was not assigned.

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.

AGREEMENT TERMS: Upon City Council approval the purchase agreement shall begin upon execution and expire one year from that date. The agreement includes a one-year warranty.

MAINTENANCE AGREEMENT: Upon expiration of the one-year warranty described above, the City may enter into up to four (4) one-year maintenance agreements. This action does not require specific City Council approval provided the City Council has appropriated sufficient funds to satisfy the City's obligations during the renewal term.

This project will serve Council District 9.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that funds are available in the current capital budget, as previously appropriated, in the ITS Capital Fund for the FY25 Lib Book Vending Machine project to support the approval of the above recommendation and execution of the agreement. Prior to any expenditure being incurred, the Library Department has the responsibility to validate the availability of funds.

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