

# Mayor and Council Communication

**DATE:** 11/08/22

**M&C FILE NUMBER:** M&C 22-0906

**LOG NAME:** 13P 22-0176 DIRT WORK SERVICES EC PED

**SUBJECT**

(CD 7) Authorize Execution of a Purchase Agreement with Coy L. Beauchamp Arenas, LLC. for Dirt Work Services in an Annual Amount Up to \$895,000.00 and Authorize Up to Five Automatic Renewal Options for the Same Annual Amount for the Public Events Department

**RECOMMENDATION:**

It is recommended that the City Council authorize execution of a purchase agreement with Coy L. Beauchamp Arenas, LLC for dirt work services in an annual amount up to \$895,000.00 and authorize up to five automatic renewal options for the same annual amount for the Public Events Department.

**DISCUSSION:**

The Public Events Department approached the Purchasing Division to procure an annual agreement for dirt work services and supplies at the Will Rogers Memorial Center (WRMC) facilities. Under the proposed agreement the vendor will provide dirt haul in, preparation, and removal for the various venues at WRMC managed by the Public Events Department, and to provide dirt, sand, and clay as commodities to the Public Events Department. In order to procure the service, staff issued Invitation to Bid (ITB) Number 22-0176. The ITB consisted of detailed specifications describing the contractor's responsibilities and requirements to provide these services and supplies.

The ITB was advertised in the *Fort Worth Star-Telegram* for three consecutive weeks: Wednesday July 6, 2022, Wednesday July 13, 2022 and Wednesday July 20, 2022. The City received a sole response. An evaluation panel comprised of members of the the Public Events Department and the Property Management Department reviewed and scored the submittals using the Best Value criteria.

The individual scores were averaged for each of the criteria and the final scores are listed in the table below.

Proposer	Evaluation Factors					
	a	b	c	d	Total Score	Rank
Coy Beauchamp Arenas, LLC	29.17	14.67	7.33	35	86.17	1

Best Value Criteria:

- A) Contractor's qualifications, experience, and references
- B) Availability of resources to provide services (personnel and equipment)
- C) Contractor's ability to meet the city's needs
- D) Cost of service

After evaluation, the panel concluded that Coy Beauchamp Arenas, LLC. presents both the best value and the necessary coverage for the City, therefore, the panel recommends that Council authorize an agreement with Coy Beauchamp Arenas LLC. No guarantee was made that a specific amount of services would be purchased. Staff certifies that the recommended vendor bids met specifications.

**FUNDING:** The maximum annual amount allowed under this agreement will be \$895,000, however the actual amount used will be based on the need of the department and available budget. Funding will be budgeted in the Other Contractual Services Account within the Public Events Department's Culture and Tourism Fund.

**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 September 30, 2023.

**RENEWAL OPTIONS:** This agreement may be automatically renewed for up to four (4) automatic one-year renewal periods (October 1 to September 30) and for a fifth renewal period which shall run from October 1 to the anniversary date of execution. 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 upon approval of the above recommendation, funds are available in the current operating budget, as previously appropriated, in the Culture and Tourism Fund. Prior to an expenditure being incurred, the Public Events Department has the responsibility to validate the availability of funds.

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