

# Mayor and Council Communication

**DATE:** 06/27/23

**M&C FILE NUMBER:** M&C 23-0546

**LOG NAME:** 13P COOP BB 706-23 GROUNDS MAINTENANCE EQUIP ML PARD

**SUBJECT**

(ALL) Authorize Non-Exclusive Purchase Agreements with Multiple Vendors Using BuyBoard Cooperative Contract No. 706-23 for the Purchase of Grounds Maintenance Equipment, Parts & Supplies in a Combined Annual Amount Up To \$3,000,000.00 for City Departments

**RECOMMENDATION:**

It is recommended that the City Council authorize non-exclusive purchase agreements with multiple vendors using BuyBoard Cooperative Contract No. 706-23 for the purchase of grounds maintenance equipment, parts & supplies in a combined annual amount up to \$3,000,000.00 for City Departments and authorize two consecutive one-year renewal options for the same combined annual amount.

**DISCUSSION:**

The Park & Recreation, Aviation and Code Compliance Departments approached the Purchasing Division to enter into agreements with the awarded vendors under BuyBoard Contract No. 706-23. The contract includes the following categories: golf and turf equipment; lawn and garden tractors; utility vehicles; front wide-area, zero-turn, walk-behind mowers; cutters and shredders; sprayers; sweepers; hand-held equipment; hourly labor rates for installation and repair service.

Staff from the user-departments identified multiple vendors with which they wanted to enter into agreements. Approval of this Mayor and Council Communication (M&C) authorizes the City to execute agreements with the following vendors: Bush Hog Inc., Clark Equipment Company dba Bobcat Company, Ewing Irrigation and Landscape Supply, E-Z-GO Division of Textron Inc, Gail's Flags, Inc., GWG Wood Group, Kubota Tractor Corporation, Longhorn Inc., MasterTurf Products and Services, Inc., Metro Golf Cars, Inc., Mission Golf Cars, New Holland Agriculture, Professional Turf Products, LP, RC Mowers, SiteOne Landscape Supply, Texas Mowing Solutions, Turfcare of Texas, United Ag & Turf, Yamaha Golf-Car Company, Heritage Landscape Group dba Irrigation Station, Husqvarna Professional Products, John Deere Company, Justin Seed and Zimmerer Kubota and Equipment, Inc.

City Departments will utilize the agreements to purchase new equipment and replacement parts. Departments will determine which vendor to order from based on BuyBoard's Final Catalog Award Report according to price and availability.

BuyBoard Contract No. 706-23 has an initial term beginning on June 1, 2023, through May 31, 2024, and includes two one-year renewal options. The Request for Proposal for BuyBoard Contract No. 706-23 was published on July 12, 2022, and responses were opened on February 9, 2023. BuyBoard contracts offer fixed discounts. Staff reviewed the pricing and determined it to be fair and reasonable.

State law provides that a local government purchasing an item under a cooperative purchasing agreement satisfies state laws requiring that the local government seek competitive bids for purchase of the items. BuyBoard contracts have been competitively bid to increase and simplify the purchasing power of government entities.

Approval of this M&C authorizes the City to spend up to \$3,000,000.00 per year with the listed vendors for grounds maintenance equipment, parts, & supplies; however, the actual first-year spend is anticipated to be approximately \$2,400,000.00 based on current budget allocations. Actual usage in any term can be up to the authorized amount and will be dependent upon actual appropriations for this purpose in the departments' budgets. The annual department allocation for the first year of these agreements is:

| <b>Departments</b> | <b>Annual Amount</b> |
|--------------------|----------------------|
| Park & Recreation  | \$2,093,951.00       |
| Aviation           | \$275,000.00         |
| Code Compliance    | \$30,730.00          |

Funding is budgeted in the various accounts within the participating departments operating budgets, as appropriated. Additional funds will be available upon adoption of the Fiscal Year 2024 Budget by the City Council.

The agreements may be renewed for up to two additional one-year terms, in accordance with the terms of the BuyBoard Contract.

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.

A M/WBE goal is not assigned when purchasing from an approved purchasing cooperative or public entity.

This project will serve ALL COUNCIL DISTRICTS.

**FISCAL INFORMATION / CERTIFICATION:**

The Director of Finance certifies that upon approval of the above recommendation, funds are available in the current operating & capital budgets, as previously appropriated, in the participating departments' Operating Funds and in the Grants Capital Project Other Fund for the Hoffman Foundation Grant project and upon adoption of the Fiscal Year 2024 Budget by the City Council, funds will be available in the Fiscal Year 2024 Operating Budget, as appropriated, to support the approval of the above recommendation and execution of the agreements. Prior to an expenditure being incurred, the participating departments have the responsibility to validate the availability of funds.

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