

# Mayor and Council Communication

**DATE:** 08/08/23

**M&C FILE NUMBER:** M&C 23-0623

**LOG NAME:** 13PCOOP BB 670-22 UNIFORMS AND ACCESSORIES LSJ CITY

**SUBJECT**

(ALL) Authorize Non-Exclusive Purchase Agreements with Multiple Vendors Using BuyBoard Cooperative Contract No. 670-22 for the Purchase of Uniforms and Accessories in a Combined Annual Amount Up to \$643,750.00 for City Departments

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**RECOMMENDATION:**

It is recommended that the City Council authorize non-exclusive purchase agreements with Impact Promotional Services, LLC dba Got You Covered Work Wear & Uniforms, Maxari, and Galls, LLC using BuyBoard Cooperative Contract No. 670-22 for the purchase of uniforms and accessories in a combined annual amount up to \$643,750.00 for City Departments and authorize one, one-year renewal option for the same combined annual amount.

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**DISCUSSION:**

The Neighborhood Services, Park and Recreation and Water Departments approached the Purchasing Division to enter into non-exclusive agreements with the awarded vendors under BuyBoard Contract No. 670-22 for the purchase of uniforms and accessories. City Departments will utilize the agreements to purchase uniforms and accessories on an as-needed basis. Vendors will be selected according to price and availability. BuyBoard contracts offer fixed discounts. Staff reviewed the pricing and determined it to be fair and reasonable.

BuyBoard Contract No. 670-22 has an initial term beginning on June 1, 2022 through May 31, 2023, and includes two, one-year renewal options. The Request for Proposal for BuyBoard Contract No. 670-22 was published on July 22, 2021, and responses were opened on December 16, 2021. 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 the purchase of the item. Buyboard cooperative contracts have been competitively bid to increase and simplify the purchasing power of government entities.

Staff from the user-departments identified multiple vendors with which they wanted to enter into an agreement. Approval of this Mayor & Council Communication (M&C) authorizes the City to execute agreements with the following vendors: Impact Promotional Services, LLC dba Got You Covered Work Wear & Uniforms, Maxari, and Galls, LLC. No guarantee was made that a specific amount of items would be purchased.

Funding is budgeted in the Water & Sewer, General, and Municipal Golf Funds operating budgets. Approval of this M&C authorizes the City to spend up to \$643,750.00 collectively for the first term with the selected vendors; however the actual first year spend is anticipated to be \$515,000.00 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' budget. The annual department allocation for these agreements is:

Departments	Annual Amount
Water	\$430,000.00
Park and Recreation	\$75,000.00
Neighborhood Services	\$10,000.00

**AGREEMENT TERMS** - Upon City Council approval the agreements will begin upon execution and end May 31, 2024 to correspond with the terms of the cooperative contract. The Agreements may be renewed for up to one additional one-year term at the City's option. 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.

**DIVERSITY & INCLUSION** - A Business Equity goal is not assigned when purchasing from an approved purchasing cooperative or public entity.

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**FISCAL INFORMATION / CERTIFICATION:**

The Director of Finance certifies that upon approval of the recommendation, funds are available in the current operating budget, as previously appropriated, in the Water & Sewer, General, Crime Control & Prev Distr and Munipal Golf Funds. Prior to an expenditure being incurred, the Water, Neighborhood Services and Parks and Recreation Departments have the responsibility to validate the availability of funds.

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