

Mayor and Council Communication

DATE: 04/12/22

M&C FILE NUMBER: M&C 22-0263

LOG NAME: 13P ITB 22-0034 I35/I30 GROUNDS MAINTENANCE CC ADK

SUBJECT

(CD 3, CD 7, CD 8, and CD 9) Authorize Execution of an Agreement with Civilian Division, LLC, dba GI Mow for Interstate 35/Interstate 30 Grounds Maintenance for an Annual Amount Up to \$327,525.00 and Authorize Four One-Year Renewals for the Same Annual Amount for the Code Compliance Department

RECOMMENDATION:

It is recommended that the City Council authorize an agreement with Civilian Division, LLC, dba GI Mow for Interstate 35/Interstate 30 grounds maintenance for an annual amount up to \$327,525.00 and authorize four one-year renewals for the same annual amount for the Code Compliance Department.

DISCUSSION:

The Code Compliance Department approached the Purchasing Division to procure an agreement for Interstate 35/Interstate 30 Grounds Maintenance. In order to procure the services, staff issued an Invitation to Bid (ITB). ITB No. 22-0034 opened on December 22nd, 2021 and consisted of detailed specifications regarding the requirements for the grounds maintenance. The ITB was advertised in the *Fort Worth Star-Telegram* on December 29, 2021, January 5th 2022, and January 12th, 2022. The City received one response.

Staff evaluated the bid response and recommends awarding a one-year agreement with four additional one-year renewals to Civilian Division, LLC dba GI Mow. No guarantee was made that all amounts of these items will be purchased.

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.

Funding is budgeted in the Other Contractual Services account of the Solid Waste Fund.

AGREEMENT TERMS: Upon City Council approval, this agreement shall begin upon execution and expire one year from that date.

RENEWAL TERMS: This agreement may be renewed for four additional one-year terms. 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.

DVIN-BE: 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;

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that funds are available in the current operating budget, as previously appropriated, in the Solid Waste Fund to support the approval of the above recommendation and execution of the agreement. Prior to any expenditure being incurred, the Code Compliance Department the responsibility to validate the availability of funds.

<u>Submitted for City Manager's Office by:</u>	Reginald Zeno	8517
	Valerie Washington	6192
<u>Originating Business Unit Head:</u>	Anthony Russo	8338
	Brandon Bennett	6322
<u>Additional Information Contact:</u>	Cynthia Garcia	8525
	Ashley Kadva	2047