

City of Fort Worth, Texas

Mayor and Council Communication

DATE: 03/19/24 M&C FILE NUMBER: M&C 24-0196

LOG NAME: 13PAMEND ITB 22-0141 PROMOTIONAL ITEMS JF CITY

SUBJECT

(ALL) Authorize Execution of an Amendment to the Non-Exclusive Purchase Agreements with Ecoimprint LLC and Joy Promotions, Inc. for Promotional Items to Increase the Annual Amount by \$29,600.00 for the Park and Recreation Department, for a New Annual Amount of \$398,000.00 for City Departments

RECOMMENDATION:

It is recommended that the City Council authorize execution of an amendment to the non-exclusive purchase agreements with Ecoimprint LLC and Joy Promotions, Inc. for promotional items to increase the annual amount by \$29,600.00 for the Park and Recreation Department, for a new annual amount of \$398,000.00 for City Departments.

DISCUSSION:

On August 9, 2022, City Council approved Mayor and Council Communication (M&C) 22-0561 with Ecoimprint LLC and Joy Promotions, Inc. in the amount of \$318,400.00 for City Departments. Within these non-exclusive agreements, the aforementioned vendors supply various promotional items for events including but not limited to event giveaways for adoption events, compost and recycling marketing materials, water customer engagement, and conservation events.

During the life of this agreement, an administrative change order of \$50,000.00 was executed allowed by Fort Worth City Code without the approval of City Council bringing the total annual amount to \$368,400.00. The change order was used to provide additional funding for promotional items to other City Departments.

On January 25, 2024, The Park & Recreation Department approached the Purchasing Division to use the remaining \$29,600.00 of the administrative change order making the final annual amount to \$398,000.00. This approval from City Council will max out the agreement's administrative change order capacity of 25% of the original annual amount of \$318,400.00. The Park & Recreation Department will use the funding to provide additional promotional items for sporting and community events.

Funding is budgeted in the PACS Department rollup within the General Fund and Crime Control & Prev Distr Fund to fund the increase to the contract for the Park and Recreation Department.

AGREEMENT TERMS - The current term of this Agreement will expire on September 30, 2024.

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.

RENEWAL TERMS: The contract may be renewed for up to three (3) successive one-year terms at the City's option, for the maximum amount allowed. This action does not require specific City Council approval provided that City Council has appropriated sufficient funds to satisfy the City's obligations during the renewal term.

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 General Fund and the Crime Control & Prev Distr Fund. Prior to an expenditure being incurred, the Park and Recreation Department has the responsibility to validate the availability of funds.

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