

# Mayor and Council Communication

**DATE:** 06/13/23

**M&C FILE NUMBER:** M&C 23-0448

**LOG NAME:** 13P ITB 23-0056 CITY EQUIP AND VEHICLE TOWING SERVICES PMD CB

**SUBJECT**

(ALL) Authorize Execution of a Purchase Agreement with Texas Towing Wrecker Service, Inc. for City Equipment and Vehicle Towing Services for the Property Management Department in an Annual Amount Up to \$765,663.00 and Authorize Four One-Year Renewals for the Same Annual Amount

**RECOMMENDATION:**

It is recommended that City Council authorize execution of a purchase agreement with Texas Towing Wrecker Service, Inc. for City equipment and vehicle towing services for the Property Management department in an annual amount up to \$765,663.00 and authorize four, one-year renewals for the same annual amount.

**DISCUSSION:**

The Property Management Department approached the Purchasing Division for assistance with securing an agreement for towing services on an as-needed basis. The proposed agreement is for City equipment and vehicle towing services. Purchasing issued an Invitation to Bid (ITB) that consisted of detailed specifications regarding the class of equipment and vehicles that may need to be towed and towing equipment required to tow City equipment and vehicles.

The ITB was advertised in the *Fort Worth Star-Telegram* on April 19, 2023, April 26, 2023, and May 3, 2023. The City received one response.

An evaluation panel consisting of representatives from the Property Management and Park and Recreation Departments reviewed and scored the submittal using Best Value criteria. The individual scores were averaged for each of the criteria and the final scores are listed in the table below.

Bidder	Evaluation Factors			
	a	b	c	Total Score
Texas Towing Wrecker Service, Inc.	13.33	12.50	50.00	75.83

**Best Value Criteria:**

- a. Contractor's ability to provide service (equipment)
- b. Contractor's ability to provide service (personnel)
- c. Cost of Service

After evaluation, the panel concluded that Texas Towing Wrecker Service, Inc. presents the best value. Therefore, the panel recommends that Council authorize an agreement with Texas Towing Wrecker Service, Inc. No guarantee was made that a specific amount of services would be purchased. Staff certifies that the recommended vendor's bid met specifications.

Approval of this M&C authorizes the City to spend up to \$765,663.00 per year with Texas Towing Wrecker Service, Inc. for City equipment and vehicle towing services.

**FUNDING:** The maximum amount allowed under this agreement for the initial term will be \$765,663.00, however, the actual usage in any term can be up to the authorized amount and will be dependent on the need of the department and available budget. Funding is budgeted in the Fleet Service Outside Repair & Maintenance account of the Property Management Department's Fleet & Equipment Service Fund, as appropriated.

**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.

**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.

**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 recommendation, funds are available in the current operating budget, as previously appropriated, in the Fleet & Equipment Serv Fund. Prior to an expenditure being incurred, the Property Management Department has the responsibility to validate the availability of funds.

**Submitted for City Manager's Office by:** Reginald Zeno 8517

Dana Burghdoff 8018

**Originating Business Unit Head:** Reginald Zeno 8517

Steve Cook 5134

**Additional Information Contact:** Jo Ann Gunn 8525

Charles Benson 8063