

# Mayor and Council Communication

**DATE:** 06/14/22

**M&C FILE NUMBER:** M&C 22-0468

**LOG NAME:** 13PITB 22-0079 BOILER INSPECTION AND REPAIR SERVICES AR PE

**SUBJECT**

(ALL) Authorize Execution of an Agreement with DMI Corp for Boiler Inspection and Repair Services for an Annual Amount up to \$288,137.00 for the Initial Term and Authorize Four One-Year Renewal Options for the Same Annual Amount

**RECOMMENDATION:**

It is recommended that the City Council authorize execution of an agreement with DMI Corp for boiler inspection and repair services for an annual amount up to \$288,137.00 for the initial term and authorize four one-year renewal options for the same annual amount.

**DISCUSSION:**

The Public Events, Property Management, and Transportation and Public Works departments approached the Purchasing Division to procure an agreement to provide boiler inspection and repair services at various locations throughout the City. The Purchasing Division issued Invitation to Bid (ITB) No. 22-0079 consisting of detailed specifications describing the vendor's responsibilities, inspection and repair requirements, equipment requirements in order to perform the services, and delivery of parts.

The ITB was advertised in the *Fort Worth Star-Telegram* on March 2, 2022, March 9, 2022, March 16, 2022, March 23, 2022, March 30, 2022, April 6, 2022 and April 13, 2022. The City received two responses.

McCloskey Mechanical Contractors, Inc. was deemed non-responsive by Purchasing because they did not submit all the required documentation. An evaluation panel consisting of representatives from the Public Events, Property Management, and Transportation and Public Works departments reviewed and scored the remaining submittal using the Best Value criteria which included:

- (a) Bidder's qualifications, experience, and references;
- (b) Bidder's approach to perform services;
- (c) Bidder's ability to meet the City's needs; and
- (d) Cost of services.

The individual scores were averaged for each of the criteria and the final scores are listed in the table below:

Bidders	Evaluation Factors				
	a	b	c	d	Total score
DMI Corp	15.00	5.00	10.00	40.00	70.00

After evaluation, the panel concluded that DMI Corp presented the best value to the City. Therefore, the panel recommends that Council authorize the boiler inspection and repair service agreement with DMI Corp. No guarantee was made that a specific amount of services would be purchased. Staff certifies that the recommended vendor bid did meet specifications.

**FUNDING:** The maximum amount allowed under this agreement Citywide will be \$288,137.00, however the actual amount used will be based on the need of the department and available budget. The annual department allocation for this agreement is:

<b><u>Department</u></b>	<b><u>Estimated Annual Amount</u></b>	<b><u>Account Name</u></b>
Public Events	\$80,000.00	Facilities Rep/Maint Supplies
Property Management	\$75,000.00	Operating Supplies
Transportation and Public Works	\$15,000.00	Facility Repair & Maint

Funding is budgeted in the Operating Supplies account of the Property Mgmt Department's rollup within the General Fund and in the Culture and Tourism Department's rollup within the Culture and Tourism Fund and in the TPW Department's rollup within the Muncipal Parking Fund.

DVIN-BE: DMI CORP, DECKER MECHANICAL is in compliance with the City's Business Equity Ordinance by committing to 5.00% Business Equity participation on this project. The City's Business Equity goal on this project is 5%.

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.

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

RENEWAL OPTIONS - The agreement may be renewed for four (4) additional one-year renewal periods. 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.

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**FISCAL INFORMATION / CERTIFICATION:**

The Director of Finance certifies that funds are available in the current operating budget, as previously appropriated, in the participating departments' Operating Funds to support the approval of the above recommendation and award of the agreement. Prior to any expenditure being incurred, the participating departments have the responsibility to validate the availability of funds.

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