

# Mayor and Council Communication

DATE: 08/27/24

M&C FILE NUMBER: M&C 24-0706

LOG NAME: 13P RFP 24-0221 GRINDER PUMPS, PARTS, AND REPAIR SRVS AW WATER

**SUBJECT**

(ALL) Authorize Execution of Non-Exclusive Agreements with Zone Industries, LLC and Pump Solutions, Inc. for Grinder Pumps, Parts, and Repair Services for the Water Department in a Combined Annual Amount Up to \$400,000.00 for the Initial Term and Authorize Four, One-Year Renewals in the Same Amount

**RECOMMENDATION:**

It is recommended that the City Council authorize the execution of non-exclusive agreements with Zone Industries, LLC and Pump Solutions, Inc. for grinder pumps, parts, and repair services for the Water Department in a combined annual amount up to \$400,000.00 for the initial term and authorize four, one-year renewals in the same amount.

**DISCUSSION:**

The Water Department approached the Purchasing Division for assistance in securing agreements for grinder pumps, parts, and repair services used to pump wastewater from resident's homes into the wastewater system for processing. Purchasing issued a Request for Proposals (RFP) consisting of detailed specifications regarding the pump and component requirements to ensure the proposed products are compatible with the pumps currently in use, service requirements to ensure the vendor(s) have trained staff to diagnose and repair any issues with the pumps, and warranty requirements to ensure the pumps are covered should any issues arise due to a defect in materials and/or factory workmanship.

The RFP was advertised in the *Fort Worth Star-Telegram* on June 5, 2024, June 12, 2024, June 19, 2024, and June 26, 2024. The City received three responses. However, upon initial review, one proposer, Global Pump Solutions, did not meet the minimum criteria in order for their proposal to be evaluated.

An evaluation panel consisting of representatives from the Water and Transportation and Public Works 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.

Proposer	Evaluation Factors				
	a	b	c	d	Total Score
Zone Industries, LLC	20.00	9.00	20.00	40.00	89.00
Pump Solutions, Inc.	20.83	9.00	21.67	23.94	75.44

Best Value Criteria:

- a. Contractor's timeframe to respond to regular and emergency service requests and perform the requested services
- b. Contractor's availability of trained personnel to perform repair and diagnostic services
- c. Contractor's qualifications, warranties, and references of a similar size
- d. Cost of products and services

After evaluation, the panel concluded that Zone Industries, LLC and Pump Solutions, Inc. present the best value. Therefore, the panel recommends that Council authorize non-exclusive agreements with Zone Industries, LLC and Pump Solutions, Inc. No guarantee was made that a specific amount of services would be purchased. Staff certifies that the recommended vendors' proposals met specifications.

Funding is budgeted in the Other Contractual Services account within the Water & Sewer Fund for the Water Department.

DVIN-BE: This solicitation was reviewed by The Business Equity Division for available business equity prospects according to the City's Business Equity Ordinance. There were limited business equity opportunities available for the services/goods requested, therefore, no business equity goal was established.

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

RENEWAL TERMS: The agreements may be renewed for four (4) 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.

**FISCAL INFORMATION / CERTIFICATION:**

The Director of Finance certifies that upon approval of the above recommendation, funds are available in the current operating budget, as previously appropriated, and upon adoption of the Fiscal Year 2025 Budget by the City Council, funds will be available in the Fiscal Year 2025 Operating Budget, as appropriated, in the Water & Sewer Fund. Prior to an expenditure being incurred, the Water Department has the responsibility to validate the availability of funds.

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