

Mayor and Council Communication

DATE: 08/03/21

M&C FILE NUMBER: M&C 21-0520

LOG NAME: 13P21-0043 WINDOW WASHING SVS LSJ PMD

SUBJECT

(ALL) Authorize Execution of an Agreement for Window Washing Services with D&A Building Services, Inc. in an Annual Amount Up to \$118,073.00 for City Departments and Authorize Four Annual Renewal Options for the Same Amount Annually

RECOMMENDATION:

It is recommended that the City Council authorize the execution of an agreement for window washing services with D&A Building Services, Inc. in an annual amount up to \$118,073.00 for City Departments and authorize four annual renewal options for the same amount annually.

DISCUSSION:

The Property Management Department (PMD) approached the Purchasing Division for assistance with securing an agreement for window washing services for City buildings on an "as-needed" basis. Purchasing Staff issued an Invitation to Bid (ITB) that consisted of detailed specifications describing window washing services including the lift rental. The window washing services for the Pier One Building will be handled under a separate contract due to the complexity related to the height of the building.

BID ADVERTISEMENT - This Bid was advertised in the *Fort Worth Star-Telegram* on March 30, 2021, April 7, 2021 and April 14, 2021. Nineteen vendors were solicited from the purchasing vendor database; two responses were received.

The bids were evaluated on a best value criteria including competitive pricing, bidders experience and the bidder's ability to meet the City's needs. An evaluation committee comprised of City staff from the Aviation, Water and Property Management Departments reviewed the responses and provided ratings for both responses. D&A Building Services, Inc. received the highest ratings and is determined to provide the best value to the City of Fort Worth.

Staff recommends awarding a one-year agreement to D&A Building Services, Inc., in an annual amount up to \$118,073.00 for City Departments and four annual renewal options for the same amount annually. No guarantee was made that a specific amount of these services will be purchased.

OFFICE OF BUSINESS DIVERSITY (OBD) - A waiver of the goal for M/WBE subcontracting requirements is approved by the OBD, in accordance with the BDE Ordinance, because the application of 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 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.

ADMINISTRATIVE CHANGE ORDERS - In addition, 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 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 purchase agreement. Prior to any expenditure being incurred, the participating departments have the responsibility to validate the availability of funds.

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