

# Mayor and Council Communication

**DATE:** 04/11/23

**M&C FILE NUMBER:** M&C 23-0270

**LOG NAME:** 13P ITB 23-0026 LABORATORY TESTING SVCS FOR ANIMAL CARE MC CODE

**SUBJECT**

(ALL) Authorize Execution of Purchase Agreement with IDEXX Distribution, Inc. for Laboratory Testing Services in an Annual Amount Up to \$250,000.00 for the Initial Term and Authorize Four One-Year Renewal Options for the Same Amount for the Code Compliance Department

**RECOMMENDATION:**

It is recommended that the City Council authorize execution of a purchase agreement with IDEXX Distribution, Inc. for laboratory testing services in an annual amount up to \$250,000.00 for the initial term and authorize four one-year renewal options for the same amount for the Code Compliance Department.

**DISCUSSION:**

The Code Compliance Department approached the Purchasing Division to procure an agreement for laboratory testing services with qualified laboratories to provide all necessary testing kits, off-site laboratories testing services, and in-house testing devices and analyzers for the City's animal control and sheltering services. The City will utilize this agreement to accurately and timely obtain results for infectious diseases found in animals housed at the City of Fort Worth (City) Animal Care and Control facilities.

In order to procure these services, staff issued an Invitation to Bid (ITB) No. 23-0026. The ITB consisted of detailed laboratory testing specifications for each of the testing kits and equipment solicited. Furthermore, the ITB required that potential bidders must comply with minimum requirements; in particular, the ability to pick-up specimen from the animal care and control facilities and meet the turnaround time for laboratory testing results.

The ITB was advertised in the *Fort Worth Star-Telegram* on February 1, 2023, February 8, 2023, February 15, 2023, February 22, 2023, March 1, 2023, and March 8, 2023. The City received one (1) response.

An evaluation panel, consisting of representatives from the Code Compliance and Water 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 following table:

Bidders	Evaluation Criteria				
	a	b	c	d	Total Score
IDEXX Distribution, Inc.	16.88	20.25	8.00	35.00	80.13

Best Value Criteria:

- (a) Bidder's ability to meet the City's needs;
- (b) Bidder's experience, credentials and qualifications related to the scope of work;
- (c) Bidder's years in business; and
- (d) Cost of service.

After evaluation, the panel concluded that IDEXX Distribution, Inc. presented the best value to the City. Therefore, the panel recommends that Council authorize an agreement for laboratory testing services for animal care with IDEXX Distribution, Inc. No guarantee was made that a specific amount of services would be purchased. Staff certifies that the recommended vendors bids meet specifications.

**FUNDING:** The maximum amount allowed under this agreement Citywide will be \$250,000.00; 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:

Department	Estimated Annual Amount	Account Name
Code Compliance	\$250,000.00	Animal testing and diagnosis supplies

Funding is budgeted in the Code Compliance rollup within the General Fund.

**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.

**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 shall expire one year from that date.

RENEWAL OPTIONS: The City shall have four one-year options to renew the Agreement. 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 General Fund to support the approval of the above recommendation and execution of the agreement. Prior to any expenditure being incurred, the Code Compliance Department has the responsibility to validate the availability of funds.

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Expedited