

Mayor and Council Communication

DATE: 11/17/20

M&C FILE NUMBER: M&C 20-0844

LOG NAME: 13P20-02017 LAMPS AND BALLASTS SC CITY

SUBJECT

(ALL) Authorize the Execution of a Purchase Agreement with Rexel USA, Inc. for Lamps and Ballasts to be Utilized in City Facilities for an Annual Amount of \$775,000.00 with Four One-Year Renewal Options

RECOMMENDATION:

It is recommended that the City Council authorize the execution of a purchase agreement with Rexel USA Inc. for lamps and ballasts to be utilized in City facilities for an annual amount of \$775,000.00 with four one-year renewal options.

DISCUSSION:

City departments approached the Purchasing Division to procure lamps and ballasts. Purchasing issued in Invitation to Bid (ITB) which consisted of detailed specifications describing the quality and type of products that may be required.

The bid was advertised in the *Fort Worth Star-Telegram* on September 9, 2020, September 16, 2020 and September 23, 2020. The City received three bids. Bids were evaluated on the lowest responsible bidder complying with all provisions of the solicitation. Staff recommends awarding to Rexel USA Inc., with four one year renewal options. The agreement will be used across all City facilities for the purchase and replacement of lamps and ballasts.

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.

A waiver of the goal for MBE/SBE subcontracting requirement is approved by the Office of Business Diversity, in accordance with the BDE ordinance, because the purchase of goods or services is from sources where subcontracting or supplier opportunities are negligible.

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 the execution of the purchasing agreement. Prior to any expenditure being incurred, the participating departments have the responsibility to validate the availability of funds.

Submitted for City Manager's Office by: Jay Chapa 5804

Originating Business Unit Head: Reginald Zeno 8517

Additional Information Contact: Cynthia Garcia 8525
Sarah Czechowicz 2059