

# Mayor and Council Communication

**DATE:** 10/11/22

**M&C FILE NUMBER:** M&C 22-0843

**LOG NAME:** 13PITB 22-0181 ICE MACHINES, SERVICE, REPAIRS & RENTALS

**SUBJECT**

(ALL) Authorize Execution of an Agreement with Rentalyme Ice Machines, LLC for Ice Machines, Service, Repair, and Rentals in a Total Annual Amount Up to \$154,127.00 for the Parks and Recreation, Property Management, Code Compliance, Police, Fire, Water, and Transportation and Public Works Departments and Authorize Four One-Year Renewals for the Same Annual Amount

**RECOMMENDATION:**

It is recommended that the City Council authorize an agreement with Rentalyme Ice Machines, LLC., for ice machines, service, repair, and rentals in a total annual amount up to \$154,127.00 for the Parks and Recreation, Property Management, Code Compliance, Police, Fire, Water, and Transportation and Public Works Departments and authorize four one-year renewals for the same annual amount.

**DISCUSSION:**

The Parks and Recreation, Property Management, Code Compliance, Police, Fire, Water, and Transportation and Public Works Departments approached the Purchasing Division for assistance with securing an agreement for ice machines, service, repair, and rentals. This agreement will provide ice machines, services, repairs, and rentals for City buildings. To procure these goods, Purchasing staff issued Invitation to Bid (ITB) No. 22-0181 which consisted of detailed specifications describing the types of ice machines, the service, and rental requirements.

The ITB was advertised in the *Fort Worth Star-Telegram* for four consecutive Wednesdays beginning on July 20, 2022 through August 3, 2022. The City received two responses.

An evaluation panel consisting of representatives from Code Compliance and Property Management Departments reviewed and scored the submittals using Best Value criteria. The individual scores were averaged for each of the criteria and the final scores are listed in the table below.

Bidders	Evaluation Factors					Total Score
	a.	b.	c.	d.	e.	
Rentalyme Ice Machines, LLC	7.5	7.5	7.5	7.5	40	70
Easy Ice, LLC	7.5	7.5	8.25	7.5	37.60	68.35

**Evaluation Criteria**

- a. Contractor's qualifications
- b. Contractor's experience
- c. Contractor's availability to provide services, personnel
- d. Contractor's availability to provide services, equipment
- e. Cost

After evaluation, the panel concluded that Rentalyme Ice Machines, LLC., present the best value and will provide the necessary coverage for the City, therefore recommends that Council authorize an agreement with Rentalyme Ice Machines, LLC. No guarantee was made that a specific amount of services would be purchased. Staff certifies that Rentalyme Ice Machines, LLC bid met specifications.

Funding: The maximum combined annual amount allowed under this agreement will be \$154,127.00, however, the actual amount used will be based on the need of the department and the available budget. Funding is budgeted in the other contractual services account and equipment release within Operating Funds for Fiscal Year 2023.

Department	Estimated Annual Amount	Account Name
Fire	\$47,000.00	Other Contractual Services
Property Management	\$35,000.00	Other Contractual Services

Water	\$34,344.00	Other Contractual Services
Park and Recreation	\$29,417.00	Other Contractual Services
Code Compliance	\$4,840.00	Other Contractual Services
Transportation and Public Works	\$2,724.00	Other Contractual Services
Police	\$802.00	Other Contractual Services

Diversity and Inclusion: A waiver of the goal for Business Equity subcontracting requirements 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.

Agreement Terms: Upon City Council's approval, this agreement shall begin upon execution and expire one year from that date.

Renewal Terms: The Agreement may be renewed for four one-year renewal options for the same annual amount. The renewals do not require specific City Council approval as long as sufficient funds have been appropriated.

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 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 execution 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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