

Mayor and Council Communication

DATE: 11/12/24

M&C FILE NUMBER: M&C 24-0975

LOG NAME: 13PPCOOP 791PC #2021-07-001 FACILITY SERVICE & EQUIPMENT JF PMD

SUBJECT

(ALL) Authorize Execution of Agreement with Douglas Food Stores Inc DBA Douglas Equipment Using 791 Purchasing Cooperative Agreement RFP #2021-07-001 for Food Service Equipment and Supplies for New City Hall for an Annual Amount Up to \$109,762.00 for the Initial Term and Authorize Five (5) One-Year Renewal Options for an Amount Up to \$131,714.00 for the First Renewal, \$158,057.00 for the Second Renewal, \$189,668.00 for the Third Renewal, \$227,602.00 for the Fourth Renewal, and \$273,122.00 for the Fifth Renewal for the Property Management Department

RECOMMENDATION:

It is recommended that the City Council authorize an agreement with Douglas Food Stores Inc DBA Douglas Equipment using 791 Purchasing Cooperative Agreement RFP #2021-07-001 for food service equipment and supplies for New City Hall for an annual amount up to \$109,762.00 for the initial term and authorize five (5) one-year renewal options for an amount up to \$131,714.00 for the first renewal, \$158,057.00 for the second renewal, \$189,668.00 for the third renewal, \$227,602.00 for the fourth renewal, and \$273,122.00 for the fifth renewal for the Property Management Department.

DISCUSSION:

The Property Management Department approached the Purchasing Division to finalize an agreement with Douglas Food Stores Inc DBA Douglas Equipment to purchase commercial and residential food services equipment and supplies. The City will use this agreement to purchase appliances, specifically warming drawers, coffee brewers, dishwashers, various types of refrigerators, and other catalog equipment for the New City Hall cafe areas and council chambers. This agreement will be used to replace out of order food service equipment after all remodeling on all New City Hall floors has been completed by the Future City Hall CMAR Agreement (CSCO 57973).

The annual amount allowed under this agreement will be up to \$109,762.00. However, the actual amount used will be based on the needs of the department and available budget. Funding is budgeted in the Other Contractual Services account within the General Fund for the Property Management Department.

COOPERATIVE PURCHASE: State law provides that a local government purchasing an item under a cooperative purchasing agreement satisfies State laws requiring that the local government seek competitive bids for the purchase of items. 791 Purchasing Cooperative agreements have been competitively bid to increase and simplify the purchasing power of local government entities. 791 Purchasing Cooperative published RFP #2021-07-001 on July 30, 2021 and on August 6, 2021. The contract was awarded to Douglas Food Stores Inc DBA Douglas Equipment on August 30, 2021.

ADMINISTRATIVE CHANGE ORDERS - 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.

TERM: The initial term of the agreement will begin upon execution and end on August 29, 2025.

RENEWAL TERMS: The agreement may be renewed for five (5) additional one-year terms. The spending authority for the renewal periods, if exercised, will be in an amount up to \$131,714.00 for the first renewal, \$158,057.00 for the second renewal, \$189,668.00 for the third renewal, \$227,602.00 for the fourth renewal, and \$273,122.00 for the fifth renewal. 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.

A Business Equity goal is not assigned when purchasing from an approved purchasing cooperative or public entity.

This project will serve ALL COUNCIL DISTRICTS.

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 award of the contract. Prior to any expenditure being incurred, the Property Management Department has the responsibility to validate the availability of funds.

Submitted for City Manager's Office by: Reginald Zeno 8517

Dana Burghdoff 8018

Originating Business Unit Head: Reginald Zeno 8517

Additional Information Contact:

Marilyn Marvin	7708
Jo Ann Gunn	8525
Jesus Fernandez	6467