

# Mayor and Council Communication

DATE: 03/11/25

M&C FILE NUMBER: M&C 25-0199

LOG NAME: 13P RFP 25-0039 SMALL ENGINE REPAIRS FD MC

**SUBJECT**

(ALL) Authorize Execution of Non-Exclusive Agreements with Leonard's Farm & Ranch Store, Inc., JHouston Holdings LLC dba LSM Outdoor Power, and Jeffrey C. Meyka dba A&B Lawn and Garden, for Small Engine Repair Services in a Combined Annual Amount Up to \$448,750.00 for the Initial Term, and Authorize Four One-Year Renewal Options for the Same Annual Amount for City Departments

**RECOMMENDATION:**

It is recommended that the City Council authorize execution of non-exclusive agreements with Leonard's Farm & Ranch Store, Inc., JHouston Holdings LLC dba LSM Outdoor Power, and Jeffrey C. Meyka dba A&B Lawn and Garden, for small engine repair services in a combined annual amount up to \$448,750.00 for the initial term, and authorize four one-year renewal options for the same annual amount for City Departments.

**DISCUSSION:**

The Fire, Environmental Services, Park & Recreation, and Water departments approached the Purchasing Division to solicit a bid for small engine repair services; the agreement will be used to repair and/or maintain City-owned equipment such as lawn mowers, blowers, saws, and other small engine-based equipment not managed and repaired by Property Management / Fleet Services Division. Purchasing issued Request for Proposal (RFP) No. 25-0039 for Small Engine Repair Services, which consisted of detailed specifications listing the types of parts and services needed by departments and delivery requirements. This solicitation will replace prior bid(s) that were used specifically for Small Engine Repairs, the current solicitation has a significantly expanded scope and includes replacement of equipment when repair is not feasible, which was not included in the prior bids.

The RFP was advertised in the *Fort Worth Star-Telegram* on January 1, 2025, January 8, 2025, January 15, 2025, January 22, 2025, and January 29, 2025. The City received three (3) bid responses: Leonard's Farm & Ranch Store, Inc., Jeffrey C. Meyka dba A&B Lawn and Garden and JHouston Holdings LLC dba LSM Outdoor Power.

An evaluation panel, consisting of representatives from the Fire and Water Department, evaluated 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. Once the technical evaluation was completed, Purchasing staff allocated points associated with pricing to each vendor.

Bidders	Evaluation Criteria					Rank
	A	B	C	D	Total Score	
Leonard's Farm & Ranch Store, Inc.	31.5	15	16.67	30	93.17	1
JHouston Holdings LLC dba LSM Outdoor Power	25.67	15	14	28.7	83.37	2
Jeffrey C. Meyka dba A&B Lawn and Garden	24.5	15	14	24.35	77.85	3

The RFP document specified the use of the following Best Value Criteria:

- a. Proposer's Qualifications, Experience, Licenses, Certifications and References
- b. Distance of principal place of business from 100 Fort Worth Trail location
- c. Ability to meet the City's needs
- d. Cost

After evaluation, the panel concluded that Leonard's Farm & Ranch Store, Inc., JHouston Holdings LLC dba LSM Outdoor Power, and Jeffrey C. Meyka dba A&B Lawn and Garden, presented the best value to the City. Therefore, the panel recommends that City Council authorize non-exclusive agreements with Leonard's Farm & Ranch Store, Inc., JHouston Holdings LLC dba LSM Outdoor Power, and Jeffrey C. Meyka dba A&B Lawn and Garden. No guarantee was made that a specific amount of these services would be purchased. Staff certifies that the recommended vendors' bids met specifications.

FUNDING: To ensure City departments have enough spending authority under the non-exclusive agreements, considering the expanded scope of this solicitation and to account for unanticipated needs from additional Departments; Purchasing has also included a 25% spending buffer in the amount of \$89,750.00, for a combined annual amount up to \$448,750.00; however, the actual amount used will be based on the need of the department and available budget. Funding is budgeted within the participating departments' Operating Funds, as appropriated.

BUSINESS EQUITY: This solicitation was reviewed by The Business Equity Division for available business equity prospects according to the City's Business Equity Ordinance. There were limited business equity opportunities available for the services/goods requested, therefore, no business equity goal was established.

AGREEMENT TERM: Upon City Council approval, the initial term of these non-exclusive Agreements shall begin upon execution and shall

expire one year from that date. The combined annual amount of these non-exclusive agreements is up to \$448,750.00 for the initial term.

**RENEWAL OPTIONS:** These Agreements may be renewed for up to four one-year terms for a combined annual amount up to \$448,750.00, at the City's option. This action does not require specific City Council approval, provided the City Council has appropriated sufficient funds to satisfy the City's obligation during the renewal term.

**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.

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**FISCAL INFORMATION / CERTIFICATION:**

The Director of Finance certifies that funds are available in the current operating budgets, 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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