

# Mayor and Council Communication

**DATE:** 01/14/25

**M&C FILE NUMBER:** M&C 25-0019

**LOG NAME:** 13P AMEND CSC 59075 COOP SW 110122-HLA AIRFIELD PAINTING KQ

**SUBJECT**

(CD 2, CD 8 and CD 10) Authorize Amendment to Agreement with Hi-lite Airfield Services, LLC Using Sourcewell Cooperative Contract No. 110122-HLA to Increase the Annual Amount by \$250,000.00 for a New Total Annual Amount Up to \$750,000.00 for the Aviation Department

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**RECOMMENDATION:**

It is recommended that City Council authorize an amendment to City Secretary Contract No. 59075 with Hi-lite Airfield Services, LLC using Sourcewell Cooperative Contract No. 110122-HLA to increase the annual amount by \$250,000.00 for a new total annual amount up to \$750,000.00 for the Aviation Department.

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**DISCUSSION:**

On February 28, 2023 Mayor and Council Communication (M&C) 23-0146 authorized execution of an agreement with Hi-lite Airfield Services, LLC under Sourcewell Cooperative Contract 110122-HLA to purchase airfield painting services for Fort Worth Meacham International Airport (Meacham), Fort Worth Spinks Airport (Spinks), and Perot Field Fort Worth Alliance Airport (Alliance) in an annual amount up to \$500,000.00 for the Aviation Department.

On March 20, 2023, the Aviation Department entered into City Secretary Contract No. 59075 with Hi-lite Airfield Services, LLC. Meacham and Alliance are certified by the Federal Aviation Administration (FAA), which requires additional scrutiny and annual inspections. One of these areas that the FAA inspects are the airfield markings that provide guidance and situational awareness for aircraft on runways, taxiways, and ramps. If an airport location does not comply with these requirements, the Aviation Department can receive discrepancies and even be fined. To meet the demand for maintenance, contracting, consulting, airfield markings, rubber removal, friction testing, and assessment services at the City of Fort Worth's (City) airports, Aviation staff requests that City Council authorize an increase to the agreement's annual spending authority by an additional \$250,000.00 to provide additional funding for price increases and to be in compliance with the FAA regulations. The new total annual amount of the agreement will be up to \$750,000.00.

**FUNDING:** The maximum annual amount allowed under this agreement will be \$750,000.00; however, the actual amount used will be based on the need of the Aviation Department and available budget. Funding is budgeted in the Municipal Airport Fund for the Aviation Department.

**AGREEMENT TERM:** The current agreement term is from January 14, 2024, to January 13, 2025.

**RENEWAL OPTIONS:** The agreement may be renewed for two additional one-year terms. 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.

**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.

**COOPERATIVE PURCHASE:** State law provides that a local government purchasing under a Cooperative Purchasing Agreement satisfies state laws requiring that the local government seek competitive bids for the purchase of the item. Sourcewell Contracts have been competitively bid to increase and simplify the purchasing power of local government entities. Sourcewell published Request for Proposals (RFP) 110122 Airport Runway Materials with Related Supplies and Service on September 15, 2022, and submissions were opened on November 1, 2022. The contract was executed on January 11, 2023, with an expiration date of January 13, 2027. Staff reviewed the pricing and determined it to be fair and reasonable.

**BUSINESS EQUITY:** A business equity goal is not assigned when purchasing from an approved purchasing cooperative or public entity.

The Cooperative Agreement serves Council Districts 2, 8, and 10.

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**FISCAL INFORMATION / CERTIFICATION:**

The Director of Finance certifies that upon approval of the recommendation, funds are available in the current operating budget, as previously appropriated, in the Municipal Airport Fund. Prior to an expenditure being incurred, the Aviation Department has the responsibility to validate the availability of funds.

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