

City of Fort Worth, Texas

Mayor and Council Communication

DATE: 06/25/24 M&C FILE NUMBER: M&C 24-0540

LOG NAME: 13ITB 24-0108 VEHICLE AND EQUIPMENT UPFIT PARTS & SVC JA CITY

SUBJECT

(ALL) Authorize Execution of a Non-Exclusive Agreement with Marshall Stuff Incorporated for City-Owned Vehicle and Equipment Upfitting Parts and Services for All City Departments in an Amount Up \$700,000.00 for the Initial Term and Authorize Four One-Year, Automatic Renewals in an Annual Amount Up to \$700,000.00

RECOMMENDATION:

It is recommended that the City Council authorize execution of a non-exclusive agreement with Marshall Stuff Incorporated for City-owned vehicle and equipment upfitting parts and services for all City Departments in an amount up to \$700,000.00 for the initial term and authorize four, one-year, automatic renewals in an annual amount up to \$700,000.00.

DISCUSSION:

In April of 2023, the City's Purchasing Division and the Property Management Department formed a strategic partnership between with the goal to eradicate the then-current eight-year fleet backlog. One strategy to eradicate this backlog was to purchase needed vehicles and equipment as they were available. While this strategy has been very successful at acquiring vehicles and equipment, some of these purchases would not be a complete turn-key asset and would need after-purchase changes. As a result, it became necessary for the City to establish an agreement for upfitting these vehicles and equipment to meet the daily work needs of the City. Therefore, the Purchasing Division issued Invitation to Bid (ITB) 24-0108 consisting of detailed specifications describing the parts and services needed for upfitting City-owned vehicles and equipment.

The ITB was advertised in the *Fort Worth Star-Telegram* on April 24, 2024, and May 8, 2024. On May 9, 2024, the ITB was opened with one response received.

After review, Staff determined that the bidder represented the lowest, responsible bid and that meets the specifications required. Accordingly, staff recommends awarding a purchase agreement to Marshall Stuff Incorporated. No guarantee has been or will be made to any vendor regarding minimum purchases.

Because of the urgent need for additional vendors that can provide these same goods and services, the Purchasing Division will release an additional bid with the same specifications and intends to enter into supplementary non-exclusive agreements with the lowest, responsible bidders that meet the specifications.

AGREEMENT TERMS: Upon City Council approval, the initial term of this agreement shall begin upon execution and expire September 30, 2024.

RENEWAL TERMS - This agreement may be renewed for four additional, automatic, one-year terms in an annual amount up to \$700,000.00 for each term. 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.

MWBE OFFICE: A waiver of the goal for Business Equity subcontracting 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.

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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