

# Mayor and Council Communication

**DATE:** 02/16/21

**M&C FILE NUMBER:** M&C 21-0114

**LOG NAME:** 13P RFP 21-0022 VET X-RAY MACHINE AND MAINTENANCE CODE ADK

**SUBJECT**

(ALL) Authorize the Execution of a Service Agreement with Midwest Veterinary Supply for the Purchase and Maintenance of Veterinary X-Ray Machines for a Total Cost of \$107,274.00 (2018 Bond Program)

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**RECOMMENDATION:**

Authorize the execution of a service agreement with Midwest Veterinary Supply for the purchase and maintenance of Veterinary X-Ray machines for a total cost up to \$107,274.00.

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**DISCUSSION:**

In June of 2020, the Code Compliance Department approached the Purchasing Division to procure veterinary x-ray machines. On August 5, 2020 RFP 20-0208 was released to the public. Responses came in at a higher cost than what was budgeted, therefore it was necessary to reject all bids. On January 12, 2021 M&C 21-0014 was approved by City Council to reject all bids from RFP 20-0208.

These machines will be used for x-raying, image capturing, tracking and maintaining records for animals at the Animal Care and Control Center and the future North Fort Worth Animal Shelter location. Purchasing issued a Request for Proposals (RFP) which consisted of detailed specifications describing the services, supplies, software and equipment needed.

On November 25, 2020 RFP 21-0022 was released to the public and advertised in the *Fort Worth Star-Telegram* November 25, 2020, December 2, 2020, and December 9, 2020. The City received five bids. The bids were evaluated based on vendor support, functional requirements, past performance and experience in providing shelter x-ray equipment and services, the extent to which the goods and services meet the City's need and qualifications, and the proposed total cost. Staff recommends the purchase of two machines and annual maintenance agreements with Midwest Veterinary Supply. No guarantee was made that a specific amount of these services will be purchased. The bid amount for the Code Compliance Department is up to \$107,274.00 for the cost of machines and first year maintenance.

Year 1 Purchasing of Machines and Maintenance	\$107,274.00
Year 2-5 Maintenance Costs	up to \$2,000.00 per year

This project is included in the 2018 Bond Program. Available resources within the General Fund will be used to provide interim financing until debt is issued. Once debt associated with the project is sold, bond proceeds will reimburse the General Fund in accordance with the statement expressing official intent to reimburse that was adopted as part of the ordinance canvassing the bond election (Ordinance No. 23209-05-2018) and subsequent actions taken by the Mayor and Council.

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.

M/WBE OFFICE - A waiver of the goal for M/WBE subcontracting requirements was requested by the Purchasing Division and approved by the Office of Business Diversity (OBD), in accordance with the BDE Ordinance, because the purchase of goods or services is from sources where subcontracting or supplier opportunities are negligible.

Upon City Council's approval, the contract will begin upon complete execution and expire one year from executed date.

This contract may be renewed for up to four successive one-year periods under the same terms and conditions. The renewals will not require City Council approval provided that the City Council has appropriated sufficient funds to satisfy the City's obligations during the renewal term.

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**FISCAL INFORMATION / CERTIFICATION:**

The Director of Finance certifies that funds are available in the current capital budget, as previously appropriated, in the 2018 Bond Program Fund for the North Animal Care Facility project to support the approval of the above recommendation and execution of the service agreement. Prior to any expenditure being incurred, the Code Compliance Department has the responsibility to validate the availability of funds.

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Expedited