

Mayor and Council Communication

DATE: 02/14/23

M&C FILE NUMBER: M&C 23-0069

LOG NAME: 13PITB 23-0007 ANIMAL SHELTER TECHNICIAN LSJ CODE

SUBJECT

(ALL) Authorize Execution of Non-Exclusive Purchase Agreements with Goodwill Industries of Fort Worth and Presbyterian Night Shelter of Tarrant County for a Combined Annual Amount Up to \$900,000.00 for the Initial Term and Authorize Four One-Year Renewal Options for an Amount of \$945,000.00 for the First Renewal, \$992,250.00 for the Second Renewal, \$1,041,863.00 for the Third Renewal and \$1,094,369.00 for the Fourth Renewal for Animal Shelter Technicians and Ratify Expenditures in the Amount of \$100,000.00 for the Code Compliance Department

RECOMMENDATION:

It is recommended that the City Council authorize execution of non-exclusive purchase agreements with Goodwill Industries of Fort Worth and Presbyterian Night Shelter of Tarrant County for a combined annual amount up to \$900,000.00 for the initial term and authorize four one-year renewal options for an amount of \$945,000.00 for the first renewal, \$992,250.00 for the second renewal, \$1,041,863.00 for the third renewal and \$1,094,369.00 for the fourth renewal for animal shelter technicians and ratify expenditures in the amount of \$100,000.00 for the Code Compliance Department.

DISCUSSION:

The Code Compliance Department approached the Purchasing Division to procure an annual agreement for animal shelter technicians. The City will utilize this agreement to have a vendor provide temporary animal shelter technicians to perform animal care tasks and shelter upkeep in order to maintain a clean and disease free environment for impounded animals.

In order to procure these services, Purchasing issued Invitation to Bid (ITB) No. 23-0007 describing the personnel responsibilities and duties. The ITB was advertised in the *Fort Worth Star-Telegram* November 9, 2022, November 16, 2022, November 23, 2022 and November 30, 2022. The City received three bids.

An evaluation panel consisting of representatives from the Code Compliance Department reviewed and scored the submissions using Best Value criteria. The individual scores were averaged for each of the criteria and the final scores are listed in the table below.

Bidders	Evaluation				
	a	b	c	d	Total
Goodwill Industries of Fort Worth	22.67	5.67	6.33	40.00	74.67
Presbyterian Night Shelter of Tarrant County	22.67	5.67	6.33	33.51	68.18
Suitemate Staffing Solutions	20.00	5.00	5.00	33.71	63.71

Best Value Criteria:

- A) Contractor's qualifications, experience obtaining workers for an animal care facility, and references
- B) Availability of resources to provide services (personnel)
- C) Companies who advocate and provide second-chance employment opportunities
- D) Cost of service

After evaluation, the panel concluded that Goodwill Industries of Fort Worth and Presbyterian Night Shelter of Tarrant County presented the best value for the City. Therefore, the panel recommends that Council authorize non-exclusive agreements with Goodwill Industries of Fort Worth and Presbyterian Night Shelter of Tarrant County. No guarantee was made that a specific amount of services would be purchased. Staff certifies that the recommended vendors bid met specifications.

Funding is budgeted in the Other Contractual Services account of the Code Compliance Department's rollup within the General Fund.

Further, it is requested that City Council ratify expenditures in the amount of \$100,000.00. This expenditure is needed for temporary animal shelter technician services for the month of February.

AGREEMENT TERMS - Upon City Council approval, the agreements shall begin upon execution and expire one year from that date.

BUSINESS EQUITY: A waiver of the goal for Business Equity subcontracting requirement 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.

RENEWAL TERMS: The contracts may be renewed for up to four (4) one-year terms at the City's option. This action does not require specific City Council approval provided that 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.

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, of the General Fund. Prior to an expenditure being incurred, the Code Compliance Department has the responsibility to validate the availability of funds.

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Expedited