City of Fort Worth, Texas

Mayor and Council Communication

DATE: 09/16/25 **M&C FILE NUMBER:** M&C 25-0838

LOG NAME: 13P AMEND CSCO 61199 CAR WASH PREVENTATIVE MAINTENANCE GN PMD

SUBJECT

(ALL) Authorize Execution of Amendment to Contract with Washing Equipment of Texas Inc. for Car Wash Preventative Maintenance, Repair, Parts, and Supplies to Increase the Annual Amount by \$22,500.00 for a New Total Annual Amount Up to \$112,500.00 for the Property Management Department

RECOMMENDATION:

It is recommended that City Council authorize execution of an amendment to City Secretary Contract 61199 with Washing Equipment of Texas Inc. for car wash preventative maintenance, repair, parts, and supplies to increase the annual amount by \$22,500.00 for a new total annual amount up to \$112,500.00 for the Property Management Department.

DISCUSSION:

The purpose of this Mayor & Council Communication (M&C) is to authorize an amendment to City Secretary Contract (CSC) No. 61199 with Washing Equipment of Texas Inc. for car wash preventative maintenance, repair, parts, and supplies to increase the annual amount by \$22,500.00 for a new total amount up to \$112,500.00.

On March 29, 2024, the Property Management Department (PMD) entered into an agreement for \$90,000.00 with Washing Equipment of Texas Inc. in relation to Invitation to Bid 24-0014, for an initial term of one-year with up to four (4) one-year renewal periods.

PMD approached the Purchasing Division to increase the annual amount by \$22,500.00. The additional funds will be used to maintain and repair the two carwashes that were recently acquired at the Emergency Medical Service (EMS) locations. PMD staff request that City Council authorize an increase to the annual amount by \$22,500.00 for a new total amount up to \$112,500.00.

FUNDING: The maximum annual amount allowed under this agreement will be \$112,500.00. However, the actual amount used will be based on the needs of the department and available budget. Funding is and will be budgeted in the Facilities Rep/Maint Supplies account within the Emergency Medical Services Fund for additional funding added to the contract for the Fire & Property Management departments.

AGREEMENT TERMS: The initial term of the agreement expired on March 28, 2025. The agreement was renewed for an additional one-year term beginning on March 29, 2025, and expiring on March 28, 2026.

RENEWAL TERMS: The agreement may be renewed for up to three (3) one-year renewal options.

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, and upon adoption of the Fiscal Year 2026 Budget by the City Council, funds will be available in the Fiscal Year 2026 Operating Budget, as appropriated, in the Emergency Medical Services Fund to support the approval of the above recommendation and execution of the amendment to the contract. Prior to any expenditure being incurred, the Fire and Property Management Departments have the responsibility to validate the availability of funds.

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