

# Mayor and Council Communication

**DATE:** 03/03/20

**M&C FILE NUMBER:** M&C 20-0112

**LOG NAME:** 13P20-0038 WOOD SAFETY SURFACING MATERIALS SNB PARK

**SUBJECT**

Authorize Execution of an Agreement with The LETCO Group, LLC for Wood Safety Surfacing Materials for the Park and Recreation Department in an Annual Amount Up to \$199,652.88 and Authorize Four Annual Renewal Options (ALL COUNCIL DISTRICTS)

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**RECOMMENDATION:**

It is recommended that the City Council authorize execution of an Agreement with The LETCO Group, LLC for wood safety surfacing materials for the Park and Recreation Department in an annual amount up to \$199,652.88 and authorize four annual renewal options.

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**DISCUSSION:**

The Park and Recreation Department approached the Purchasing Division to finalize a bid for an annual Agreement for wood safety surfacing materials. The Park and Recreation Department will use this Agreement to resurface existing playground areas and install material in newly developed playgrounds throughout the City on an as needed basis. In order to procure these services, Purchasing issued an Invitation to Bid (ITB). The ITB consisted of detailed specifications describing the minimum acceptable characteristics of engineered wood fiber for playground safety surfacing, required certification, and the method of delivery required by the department.

The bid was advertised in the [Fort Worth Star-Telegram](#) on December 18, 2019, December 25, 2019, December 26, 2019, January 2, 2020, January 8, 2020 and January 15, 2020. The City received one bid.

Bids were evaluated based on the lowest bidder complying with all the provisions of the solicitation. Staff from the Park and Recreation Department recommends awarding a one-year agreement to The LETCO Group, LLC along with four one-year options to renew. No guarantee was made that a specific amount of these services will be purchased.

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.

A waiver of the goal for MBE/SBE subcontracting requirements was requested by the Purchasing Division and approved by the M/WBE Office, 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 approval, the initial term shall begin, upon execution of the Agreement and shall end one year from that date.

This agreement may be renewed for up to four additional one-year terms at the City's option. The renewal 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.

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**FISCAL INFORMATION / CERTIFICATION:**

The Director of Finance certifies that upon approval of the recommendation and award of the contract, funds are available in the current operating budget, as appropriated, of the General Fund. Prior to any expenditure being incurred, the Park & Recreation Department has the responsibility to validate the availability of funds.

**Submitted for City Manager's Office by:** Kevin Gunn 2015

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