

Mayor and Council Communication

DATE: 06/28/22

M&C FILE NUMBER: M&C 22-0529

LOG NAME: 13P22-0115 ANIMAL SHELTER TECHNICIAN CC CODE

SUBJECT

(ALL) Authorize Non-Exclusive Agreement for Animal Shelter Technicians with Goodwill Industries of Fort Worth and Presbyterian Night Shelter of Tarrant County for a Combined Annual Amount Up to \$420,000.00 for the Initial Term and Authorize Four One-Year Renewal Options for an Amount of \$441,000.00 for the First Renewal, \$463,050.00 for the Second Renewal, \$486,203.00 for the Third Renewal and \$510,513.00 for the Fourth Renewal 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 an agreement for animal shelter technicians with Goodwill Industries of Fort Worth and Presbyterian Night Shelter of Tarrant County for a combined annual amount up to \$420,000.00 for the initial term and authorize four one-year renewal options for an amount of \$441,000.00 for the first renewal, \$463,050.00 for the second renewal, \$486,203.00 for the third renewal, \$510,513.00 for the fourth renewal 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 finalize an agreement for animal shelter technicians. Under the proposed Agreement, the vendor will provide temporary workers for animal shelter technicians to perform animal care tasks and shelter upkeep to maintain a clean and disease free environment for impounded animals. To procure these services, Purchasing issued an Invitation to Bid (ITB) No. 22-0115 describing the personnel required experience and duties.

The ITB was advertised in the *Fort Worth Star-Telegram* on April 20, 2022, April 27, 2022, and May 4, 2022. The City received two bids.

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

Bidder	Evaluation Factors				Total Score
	A.	B.	C.	D.	
Goodwill Industries of Fort Worth	20.0	5.0	5.0	40	70.00
Presbyterian Night Shelter of Tarrant County	23.0	5.3	5.5	30.59	64.39

Best Value Criteria:

- a. Contractor's Qualifications, Experience obtaining worker 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 this agreement to Goodwill Industries of Fort Worth and Presbyterian Night Shelter of Tarrant County. It is recommended that multiple non-exclusive agreements be awarded to the listed vendors to ensure services are available without delay. Under these non-exclusive agreements, departments will order services according to lowest cost and availability. No guarantee was made that a specific amount of services would be purchased. Staff certifies that the recommended vendor bid met specifications.

It is also recommended that each annual award amount include a 5% increase in cost per year. Further, it is requested that City Council ratify expenditures in the amount of \$100,000.00. This expenditure is needed for animal shelter technicians for the months of May, June and July 2022.

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

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

DIVERSITY AND INCLUSION (DVIN) - 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 contract may be renewed for up to four successive 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 above recommendation, funds are available in the current operating budget, as previously appropriated, in the General Fund. Prior to any expenditure being incurred, the Code Compliance Department has the responsibility to validate the availability of funds.

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