

Mayor and Council Communication

DATE: 04/26/22

M&C FILE NUMBER: M&C 22-0300

LOG NAME: 13P ITB 22-0074 WOOD SHAVINGS AW PE

SUBJECT

(CD 7) Authorize Execution of Agreements with Queen Horse Bedding of Texas and The LETCO Group, LLC dba Living Earth for Wood Shavings for Resale for the Public Events Department in a Combined Annual Amount Up to \$782,000.00 for the Initial Term and Authorize Four, One-Year Renewals for the Same Annual Amount

RECOMMENDATION:

It is recommended that the City Council authorize execution of agreements with Queen Horse Bedding of Texas and The LETCO Group, LLC dba Living Earth for wood shavings for resale for the Public Events Department in a combined annual amount up to \$782,000.00 for the initial term and authorize four, one-year renewals for the same annual amount.

DISCUSSION:

The Public Events Department approached the Purchasing Division for assistance with securing an agreement for wood shavings for resale to participants in the City's equestrian events for use in the stall areas. Purchasing issued an Invitation to Bid (ITB) that consisted of detailed specifications describing the sizes, packaging and delivery of the wood shavings. The bid was advertised in the *Fort Worth Star-Telegram* on February 23, 2022, March 2, 2022, and March 9, 2022. The City received four responses.

Staff evaluated the bid responses on lowest responsible bidder criteria and recommends awarding a one-year agreement to Queen Horse Bedding of Texas and The LETCO Group, LLC dba Living Earth with four additional one-year renewals per the line items listed below. No guarantee was made that all amounts of these items will be purchased.

Description	TM Boyce Feed and Grain, LLC dba The Boyce Feed and Grain Corp.	TZ Bedding LLC	The LETCO Group LLC, dba Living Earth	Queen Horse Bedding of Texas
Small Pine Shavings, 3.5 cubic foot bag, loose	\$772,800.00	No Bid	\$499,100.00 (Recommended)	\$511,750.00
Large Pine Shavings, 5-10 cubic foot bag, compressed	\$76,800.00	\$63,000.00	No Bid	\$61,200.00 (Recommended)
Blended Pine Shavings, 5-10 cubic foot bag, compressed	\$327,500.00	\$230,000.00	No Bid	\$222,500.00 (Recommended)

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.

Funding is budgeted in the Culture & Tourism Fund.

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

RENEWAL TERMS: This agreement may be renewed for four additional, one-year terms. This 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.

DVIN-BE: 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.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that funds are available in the current operating budget, as previously appropriated, in the Culture & Tourism Fund to support the approval of the above recommendation and execution of the agreement. Prior to any expenditure being incurred, the Public Events Department the responsibility to validate the availability of funds.

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Expedited