

# Mayor and Council Communication

**DATE:** 10/31/23

**M&C FILE NUMBER:** M&C 23-0919

**LOG NAME:** 13P COOP TIPS 220106 COMPREHENSIVE HVAC SERVICE EC PMD

**SUBJECT**

(ALL) Authorize Execution of an Agreement with Texas AirSystems, LLC Using The Interlocal Purchasing System Contract Number 220106 for an Annual Amount Up to \$130,000.00 for the Purchase of Comprehensive Heating Ventilation Air Conditioning Services for the Property Management Department

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**RECOMMENDATION:**

It is recommended the City Council authorize execution of an agreement with Texas AirSystems, LLC using The Interlocal Purchasing System Contract Number 220106 for an annual amount up to \$130,000.00 for the purchase of comprehensive heating ventilation and air conditioning services, and authorize two, one-year renewal options for up to the same annual amount for the Property Management Department.

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**DISCUSSION:**

The Property Management Department (PMD) approached the Purchasing Division to finalize an annual agreement with Texas AirSystems, LLC using The Interlocal Purchasing System (TIPS) Contract Number 220106 for comprehensive heating ventilation air conditioning services on an as-needed basis.

Funding is budgeted in the Property Management Departments roll up within the General Fund.

State law provides that a local government purchasing an item under a Cooperative Purchasing Agreement satisfies state laws requiring that the local government seek competitive bids for the purchase of the item. TIPS 220106 has been competitively bid to increase and simplify the purchasing power of government entities. TIPS Contract No. 220106 has a term through March 31, 2025, with one one-year renewal option. The Request for Proposal was published on January 6, 2022, and responses were opened on February 18, 2023. TIPS contracts offer fixed discounts. Staff reviewed the pricing and determined it to be fair and reasonable.

**ADMINISTRATIVE CHANGE ORDERS** - 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.

**AGREEMENT TERMS** – The City's initial term will begin on the date of execution and expire on March 31, 2024 with two possible renewals of one year each in the same annual amount.

**RENEWAL OPTIONS** – This Agreement may be renewed for up to two additional one-year terms, in accordance with the terms of the TIPS Contract.

A M/WBE goal is not assigned when purchasing from an approved purchasing cooperative or public entity.

This project will serve ALL COUNCIL DISTRICTS.

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**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, in the General Fund. Prior to an expenditure being incurred, the Property Management Department has the responsibility to validate the availability of funds.

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