

City of Fort Worth, Texas

Mayor and Council Communication

DATE: 04/22/25 M&C FILE NUMBER: M&C 25-0328

LOG NAME: 13P AMEND ILA CSCO 62049 PRINTING & MAILING SERVICES GN CC

SUBJECT

(ALL) Authorize Execution of an Amendment to City Contract with Data Integrators, Inc. for Mailing and Printing Services to Extend the Agreement for an Additional Year and Decrease the Annual Spending Authority to \$125,000.00 for the Code Compliance Department

RECOMMENDATION:

It is recommended that City Council authorize an amendment to City Secretary Contract No. 62049 with Data Integrators, Inc. for mailing and printing services to extend the agreement for an additional year using an Interlocal Agreement and decrease the annual spending authority to \$125,000.00 for the Code Compliance Department.

DISCUSSION:

The purpose of this Mayor & Council Communication (M&C) is to authorize an amendment to City Secretary Contract No. (CSC) 62049 with Data Integrators, Inc. for mailing and printing services to extend the agreement for an additional year, beginning May 4, 2025 and ending on May 3, 2026.

On September 30, 2024, the City entered into an agreement for an annual amount of \$100,000.00 through an Interlocal Agreement with Data Integrators, Inc. for printing and mailing services using Montgomery County, Maryland, Invitation for Bid (IFB) #1110468 (CSC No. 62049). On December 10, 2024, the City Council approved M&C No. 24-1059 to increase the annual spending authority by \$300,000.00 for a new total annual amount up to \$400,000.00. The department's approximate annual spend is \$100,000.00. Therefore, this amendment will also decrease the annual spending authority to \$125,000.00.

The current term of the Montgomery County Interlocal Agreement was set to expire May 3, 2025. However, it has since been extended until May 3, 2026 and staff would like to extend the City's agreement to align with the Interlocal Agreement's new expiration date. These services provide City residents with required notices and other important information. The extended term will allow the Code Compliance department to continue to use mailing and printing services to support City needs.

State law provides that a local government purchasing an item under an Interlocal Purchasing Agreement satisfies state laws requiring that the local government seek competitive bids for the purchase of the item. IFB #1110468 was published by Montgomery County, MD on January 17, 2020, and submissions were opened on February 19, 2020; 83 vendors were invited and the agency received four (4) bid responses. Staff reviewed the pricing and determined it to be fair and reasonable.

FUNDING: The maximum annual amount allowed under this agreement will be \$125,000.00; however, the actual amount used will be based on the need of the Department and available budget. Funding is budgeted in the General Operating & Maintenance category in the General Fund for the Code Compliance Department.

BUSINESS EQUITY: A business equity goal is not assigned when purchasing from an approved purchasing cooperative or public entity.

The Cooperative Agreement serves ALL COUNCIL DISTRICTS.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that funds are available in the current operating budget, as previously appropriated, in the General Fund for the Code Compliance Department to support the approval of the above recommendation and execution of the agreement. Prior to any expenditure being incurred, the Code Compliance Department has the responsibility to validate the availability of funds.

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