

Mayor and Council Communication

DATE: 10/15/24

M&C FILE NUMBER: M&C 24-0867

LOG NAME: 13P SOURCEWELL 040522-USF AND 040522-SYC FOOD SERVICES KQ

SUBJECT

(ALL) Authorize Non-Exclusive Purchase Agreements with US Foods, Inc., and Sysco Corporation Using Sourcewell Cooperative Contract Numbers 040522-USF and 040522-SYC for the Purchase of Food Products, Supplies, and Equipment in a Combined Annual Amount Up to \$420,000.00 and Authorize Two One-Year Renewal Options for the Same Amount for City Departments

RECOMMENDATION:

It is recommended that the City Council authorize non-exclusive purchase agreements with US Foods, Inc., and Sysco Corporation using Sourcewell Contract Numbers 040522-USF and 040522-SYC for the purchase of food products, supplies, and equipment in a combined annual amount up to \$420,000.00 and authorize two one-year renewal options for the same amount for the City Departments.

DISCUSSION:

The purpose of this M&C is to authorize the execution of agreements with US Foods, Inc., and Sysco Corporation using Sourcewell Cooperative Contract Numbers 040522-USF and 040522-SYC for the purchase of various types of perishable and non-perishable food items and related supplies, such as disposable items and serving equipment on an as-needed basis for City events. These events include but are not limited to conferences, trainings, after-school programs, seasonal events, and summer camp meals. These agreements will be utilized by the Park and Recreation, Police, Library, and Fire Departments.

Approval of this Mayor & Council Communication authorizes the City to spend up to \$420,000.00 per year. Actual usage in any term can be up to the authorized amount and will be dependent upon actual appropriations for this purpose in the departments' budgets. Funding will be budgeted in the Crime Control & Prev Distr Fund and the General Fund for Fiscal Year 2025.

Department	Amount
Park and Recreation	\$310,000.00
Police	\$60,000.00
Library	\$25,000.00
Fire	\$25,000.00
Total	\$420,000.00

State law provides that a local government purchasing an item under a cooperative purchase agreement satisfies any state law requiring that the local government seek competitive bids for the purchase of the item. Sourcewell contracts are competitively bid to increase and simplify the purchasing power of government entities across the State of Texas. The Request for Proposal (RFP) #040522 "Food Products and Distribution (other than School Food Authorities) with Related Supplies, Technology, and Services" was issued on February 15, 2022 and opened on April 5, 2022.

ADMINISTRATIVE CHANGE ORDERS - In addition, 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.

RENEWAL OPTIONS – The initial term of this Agreement will end on June 3, 2025. The Agreement may be renewed for two additional one-year periods through June 3, 2027. 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 terms.

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

This project will serve 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 Crime Control & Prev Distr Fund and the General Fund to support the approval of the above recommendation and award of the agreements. Prior to any expenditure being incurred, the Police, Fire, Library, and Park and Recreation Departments have the responsibility to validate the availability of funds.

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