

# Mayor and Council Communication

**DATE:** 09/22/20

**M&C FILE NUMBER:** M&C 20-0693

**LOG NAME:** 13P20-0119 THREE SERVICE TRUCKS LSJ PMD

**SUBJECT**

(ALL) Authorize the Purchase of Three Service Trucks from Grapevine DCJ, LLC in an Amount Up to \$181,215.00 for the Park and Recreation Department through the Property Management Department

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**RECOMMENDATION:**

It is recommended that the City Council authorize the purchase of three service trucks from Grapevine DCJ, LLC in an amount up to \$181,215.00 for the Park and Recreation Department through the Property Management Department.

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**DISCUSSION:**

The Property Management Department (PMD) approached the Purchasing Division for assistance with buying three services trucks. The Park & Recreation Department will use the trucks for maintenance and the upkeep of the City of Fort Worth's parks and other community areas throughout the City. Purchasing issued an Invitation to Bid (ITB) consisting of detailed specifications as to the functionality, features and requirements for the new units. This bid was advertised in the *Fort Worth Star-Telegram* on April 8, 2020, April 15, 2020, April 22, 2020 and April 29, 2020. Fifteen vendors were solicited from the purchasing vendor database; three responses were received.

Staff recommends awarding the purchase of three (3) 2020 Ram 4500 service trucks from Grapevine DCJ, LLC in an amount up to \$181,215.00 based on low bid meeting all specifications. Staff certifies that the new units meet the required specifications and are expected to operate satisfactorily during their service life. The warranty information, the manufacturer's Statement of Origin and the original sales invoice will accompany the new units upon acceptance and delivery to the 4100 Columbus Trail facility.

BID TABULATION- (see attached)

PRICE ANALYSIS – There is no previous purchase history for service trucks with these exact configurations. Purchasing staff reviewed the proposed pricing and certified that the prices offered by the recommended vendor are fair and reasonable.

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.

M/WBE OFFICE - A waiver of the goal for MBE/SBE subcontracting requirements was requested by the Purchasing Division and approved by the M/WBE Office, in accordance with the BDE Ordinance, because the purchase of goods or services is from sources where subcontracting or supplier opportunities are negligible.

The trucks will be delivered within 110-135 days after receipt of a purchase order.

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**FISCAL INFORMATION / CERTIFICATION:**

The Director of Finance certifies that funds are available in the current capital budget, as previously appropriated, in the Vehicle And Equip Replacement Fund for the Park & Rec Vehicle Replacement project to support the approval of the above recommendation and authorization of the purchase. Prior to any expenditure being incurred, the Property Management Department has the responsibility to validate the availability of funds.

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