

# Mayor and Council Communication

**DATE:** 09/14/21

**M&C FILE NUMBER:** M&C 21-0661

**LOG NAME:** 13P21-0174 THERMOMETERS, BAROMETERS, AND WEIGHT SETS MGF

**SUBJECT**

(ALL) Authorize Execution of Non-Exclusive Agreements with Fox Scientific Inc., and Midland Scientific Properties Texas - San Antonio LLC for Thermometers, Barometers and Weight Sets in a Combined Annual Amount Up to \$115,000.00 for the Water Department and Authorize Four One-Year Renewal Options for the Same Annual Amount

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**RECOMMENDATION:**

It is recommended that the City Council authorize non-exclusive agreements with Fox Scientific Inc., and Midland Scientific Properties Texas - San Antonio LLC for thermometers, barometers and weight sets in a combined annual amount up to \$115,000.00 for the Water Department and authorize four one-year renewal options for the same annual amount.

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**DISCUSSION:**

The Water Department approached the Purchasing Division to purchase thermometers, barometers, and weight sets for the laboratory division to test, process and analyze water samples to ensure the City's water meets or exceeds State standards and as required by the National Environmental Laboratories Accreditation Conference Institute (TNI) Standard EL-V1M2-2016-Rev2.1. The Water Department Laboratory Services Division is certified by Texas Commission of Environmental Quality's (TCEQ) National Environmental Laboratory Accreditation Program (NELAP) to conduct testing. To procure these goods, Purchasing staff issued an Invitation to Bid (ITB).

ITB 21-0174 was advertised in the *Fort Worth Star-Telegram* on 7/14/21, 7/21/21, and 7/28/21. The bid opened on July 29, 2021 and two bids were received. Bids were evaluated based on lowest responsible bid. Purchasing Staff certifies that Fox Scientific Inc., and Midland Scientific Properties Texas - San Antonio LLC meet the requirements stated in the specifications. Purchasing Staff recommends awarding a purchasing agreement for a total up to \$115,000.00 to Fox Scientific Inc., and Midland Scientific Properties Texas - San Antonio LLC to meet Department's needs. Products will be ordered based on price and availability. No guarantee was made that a specific amount of products would be purchased.

Agreement Terms: Upon City Council's approval, this agreement will be executed and expire on September 30, 2022.

Renewal Terms: The Agreement may be renewed for four (4) one-year renewal options for the same annual amount. The renewals do not require specific City Council approval as long as sufficient funds have been appropriated.

Business Equity: A waiver of the goal for M/WBE subcontracting requirements is approved by the Office Business Diversity, in accordance with the BDE Ordinance, because the application of the purchase of good or services is from sources where subcontracting or supplier opportunities are negligible.

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.

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**FISCAL INFORMATION / CERTIFICATION:**

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

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