

Mayor and Council Communication

DATE: 02/24/26

M&C FILE NUMBER: M&C 26-0136

LOG NAME: 13P RFP 26-0039 SENDERA SPRINGS LIBRARY FURNITURE PURCHASE JKC

SUBJECT

(ALL) Authorize Execution of an Agreement with Library Interiors of Texas, LLC for the One-Time Purchase and Installation of Library Furniture for the Sendera Springs Branch in an Amount Up to \$700,000.00 for the Library Department (2022 Bond Program)

RECOMMENDATION:

It is recommended that the City Council authorize execution of agreement with Library Interiors of Texas, LLC for the one-time purchase and installation of library furniture for the Sendera Springs Branch in an amount up to \$700,000.00 for the Library Department (2022 Bond Program)

DISCUSSION:

The purpose of this Mayor and Council Communication (M&C) is to authorize an agreement for the Sendera Springs Library furniture purchase and installation to provide comprehensive furniture, fixture, and equipment (FF&E) services. These items will ensure the new library is fully furnished, functional, and ready for public use upon opening.

Sendera Springs Branch Library project is funded through the 2022 Bond Program under City Project No. 103980. The architectural services contract for this facility was awarded under M&C 24-0095, which included FF&E coordination with the construction documentation. The construction contract for this facility was awarded under M&C 25-0618, which did not include FF&E procurement or installation services.

To procure these items, the Purchasing Division issued Request for Proposals (RFP) 26-0039, which included detailed specifications outlining the required FF&E requirements.

The RFP was advertised in the *Fort Worth Star-Telegram* every Wednesday beginning on November 26, 2025 and ending on January 7, 2026. The City received two (2) responses.

An evaluation panel made up of staff from the Library, Property Management, Park and Recreation and Code Compliance Departments reviewed and scored the submittals using Best Value criteria. Scores were averaged for each of the criteria and final scores are shown in the table below.

Proposer	Evaluation Factors					Total
	a	b	c	d	e	
Library Interiors of Texas, LLC	22	17.6	12.3	15	0	51.9
Green Dog Inc. d/b/a My Unique Office	12	10	6.6	0	0	28.6

The RFP outlined the following evaluation factors:

- a. Past Performance
- b. Qualifications and Experience
- c. Schedule and Project Management
- d. Pricing
- e. Small Business Goal Evaluation

After completing the evaluation, the panel concluded that Library Interiors of Texas, LLC presented the best value to the City. Therefore, the panel recommends that Council authorize a purchase agreement for Sendera Springs Library furniture purchase and installation to Library Interiors of Texas, LLC. Staff certifies that the recommended vendors met the bid specifications.

The amount allowed under this agreement will be up to \$700,000.00; however, the actual amount will be based on the needs of the department and available budgets.

FUNDING: Funding is budgeted in the 2022 Bond Program Fund for the Library Department for the purpose of funding the Far NW Library project, as appropriated.

This project is included in the 2022 Bond Program. The City's Extendable Commercial Paper (ECP) (M&C 22-0607; Ordinance 25675-08-2022) provides liquidity to support the appropriation. Available resources will be used to actually make any interim progress payments until debt is issued. Once debt associated with a project is sold, debt proceeds will reimburse the interim financing source in accordance with the statement expressing official intent to reimburse that was adopted as part of the ordinance canvassing the bond election (Ordinance 25515-05-2022).

AGREEMENT TERMS: This M&C will authorize the City Manager or designee to execute amendments to the Agreement solely for the purpose of extending the term for up to one-year if necessary due to documented project delays (e.g., construction setbacks or supply chain issues) that impact furniture delivery or installation, provided such extensions do not increase the total contract amount or alter the scope beyond the original bid, and are funded solely from the approved bond proceeds.

SMALL BUSINESS PROGRAM: A 30 percent Small Business participation goal was established on this solicitation. No bidder received points under the Small Business evaluation criteria.

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.

The Sendera Springs Library is located in Council District 10 but serves all Fort Worth residents.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that funds are available in the current capital budget, as previously appropriated, in the 2022 Bond Program Fund for the Far NW Library project to support the approval of the above recommendation and award of the contract. Prior to any expenditure being incurred, the Library Department has the responsibility to validate the availability of funds.

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