

# Mayor and Council Communication

**DATE:** 12/14/21

**M&C FILE NUMBER:** M&C 21-0961

**LOG NAME:** 13P21-0204 MID-SIZE PICKUPS WDS PMD

**SUBJECT**

(ALL) Authorize Execution of an Agreement for Mid-Size Pickups with Silsbee Ford for a Total Annual Amount Up to \$545,449.00 for the Initial Term, and Authorize Four One-Year Renewal Options in the Amount of \$572,721.00 for the First Renewal, \$601,357.00 for the Second Renewal, \$631,425.00 for the Third Renewal and \$662,996.00 for the Fourth Renewal for the Property Management Department on Behalf of Other City Departments

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**RECOMMENDATION:**

It is recommended that the City Council authorize execution of an Agreement for Mid-Size Pickups with Silsbee Ford for a total annual amount up to \$545,449.00 for the initial term and authorize four one-year renewal options in the amount of \$572,721.00 for the first renewal, \$601,357.00 for the second renewal, \$631,425.00 for the third renewal and \$662,996.00 for the fourth renewal for the Property Management Department on behalf of other city departments.

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**DISCUSSION:**

The Property Management Department approached the Purchasing Division to procure an agreement for mid-size pickups. The vehicles and parts will be purchased to ensure the Property Management Department can maintain their workload and has an acceptable number of working vehicles. In order to procure these items, Staff issued an invitation to bid (ITB). ITB No. 21-0204 consisted of detailed specifications regarding the vehicle item requirements. The ITB was advertised in the *Fort Worth Star-Telegram* on September 29, 2021, October 6, 2021 and October 13, 2021. The City received 2 bids. Caldwell Country Chevrolet was deemed non-responsive due to not providing the required bid documentation.

Staff evaluated the bid response and recommends awarding a one-year agreement to Silsbee Ford along with four one-year options to renew based on the lowest responsive and responsible bidder criteria complying with all of the provisions of the solicitation. No guarantee was made that a specific amount of these items will be purchased. It is recommended that each annual award amount include the average industry standard of 5% increase in cost per year.

**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.

**AGREEMENT TERMS:** Upon City Council approval, this agreement shall begin upon execution and expire one year from that date.

**RENEWAL TERMS:** This agreement may be renewed for four (4) additional one-year renewal periods. This action does not require specific City Council approval provided that the City Council has appropriated sufficient funds to satisfy the City's obligations during the renewal term.

**BUSINESS EQUITY:** A waiver of the goal for M/WBE subcontracting requirements is approved by the Diversity and Inclusion Department, in accordance with Ordinance No. 225165-10-2021 (the Business Equity Ordinance), because the application of the purchase of goods or services is from sources where subcontracting or supplier opportunities are negligible.

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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 participating departments' Operating Funds to support the approval of the above recommendation and execution of the agreement. Prior to any expenditure being incurred, the participating departments have the responsibility to validate the availability of funds.

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