

# Mayor and Council Communication

DATE: 01/12/21

M&C FILE NUMBER: M&C 21-0034

LOG NAME: 13P20-0207 THREE BUSES PMD LSJ

**SUBJECT**

(ALL) Authorize Purchase of Three Buses from Creative Bus Sales, Inc. in an Amount Up to \$161,907.00 for the Neighborhood Services Department through Property Management Department

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**RECOMMENDATION:**

It is recommend that the City Council authorize the purchase of three buses from Creative Bus Sales, Inc. in an amount up to \$161,907.00 for the Neighborhood Services Department through Property Management Department.

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**DISCUSSION:**

The Property Management Department (PMD) approached the Purchasing Division for assistance with the purchase of three 14 passenger buses that will be used by the Neighborhood Services Department to transport City of Fort Worth youth to and from community centers, field trips and summer camp events. 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 July 22, 2020, July 29, 2020, August 5, 2020 and August 12, 2020. Eight vendors were solicited from the purchasing vendor database and three responses were received. Staff recommends awarding the purchase of three Chevy, Starcraft Quest 14 passenger buses to Creative Bus Sales, Inc. in an amount up to \$161,907.00 based on low bid meeting all specifications.

The new units will replace outdated and unreliable units that can no longer be economically maintained. Staff certifies that the new units meet the required specification and are expected to operate satisfactorily during their service life of ten years. 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 Southside Service Center at 4100 Columbus Trail.

BID TABULATION- See attached.

PRICE ANALYSIS - There is no recent purchase history for units with these specific 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 new units will be delivered within an estimated 120 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 Special Donations Cap Projects Fund and the Tax Note 2020 Fund for the Como Community Center and the FY2020 Neighbor Vehicles VEF projects to support the approval of the above recommendation and authorization of the purchase agreement. Prior to any expenditure being incurred, the Property Management and Neighborhood Services Departments have the responsibility to validate the availability of funds.

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