

Mayor and Council Communication

DATE: 04/07/20

M&C FILE NUMBER: M&C 20-0217

LOG NAME: 13P 20-0065 EMERGENCY BOTTLED WATER SNB WATER

SUBJECT

Authorize Execution of an Agreement with Nestle Waters North America Inc. for Palletized Bottled Water for the Water Department in an Annual Amount Up to \$112,250.00 and Authorize Four Annual Renewal Options (ALL COUNCIL DISTRICTS)

RECOMMENDATION:

It is recommended that the City Council authorize execution of an Agreement with Nestle Waters North America Inc. for palletized bottled water for the Water Department in an annual amount up to \$112,250.00 and authorize four annual renewal options.

DISCUSSION:

The Water Department approached the Purchasing Division to procure an annual Agreement for palletized bottled water when emergencies arise. In order to procure these services, Purchasing issued an Invitation to Bid (ITB) consisting of detailed specifications regarding delivery requirements and the type of water needed. The Water Department will use this Agreement for emergencies, such as when the public is affected by water main breaks or when boiled water notices are issued.

The bid was advertised in the [Fort Worth Star-Telegram](#) on January 22, 2020, January 29, 2020 and February 5, 2020. The City received four bids. Although Scholar Charter LLC submitted the lowest bid, it was later withdrawn by the Bidder due to not being able to comply with delivery requirements with the unit price that was submitted with their bid.

Bids were evaluated based on the lowest bidder complying with all the provisions of the solicitation. Staff recommends awarding a one-year agreement to Nestle Waters North America Inc. along with four one-year options to renew. No guarantee was made that a specific amount of these services will be purchased.

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.

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.

Upon City Council approval, the initial term shall begin upon execution of the Agreement and shall end one year from that date.

Each agreement may be renewed for up to four additional one-year terms at the City's option. This renewal 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.

FISCAL INFORMATION / CERTIFICATION:

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

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