

# Mayor and Council Communication

**DATE:** 09/15/20

**M&C FILE NUMBER:** M&C 20-0654

**LOG NAME:** 13P20-0177 GATE REPLACEMENT AND REPAIRS AR PD

**SUBJECT**

(CD 3 and CD 5) Authorize Agreement with SEF Builders, Inc. in an Annual Amount Up to \$105,200.00 for Gate Replacement and Continued Repairs for the Police Department and Authorize Four Annual Renewal Options

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**RECOMMENDATION:**

It is recommended that the City Council authorize an agreement with SEF Builders, Inc. in an annual amount up to \$105,200.00 for gate replacement and continued repairs for the Police Department and authorize four one-year renewal options.

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**DISCUSSION:**

The Police department approached the Purchasing Division to procure an annual agreement for gate replacement and repair services for their East and West Divisions. The procurement will be for the one time replacement of gates located at 3525 Marquita Drive, and an annual agreement for maintenance repair services as needed for both divisions. The replacement and repair of the gates at both locations will provide safety and security for City personnel. In order to procure these services, Purchasing issued a Request for Proposals (RFP) consisting of detailed specifications including the requirements for the replacement and repair of the gates.

This RFP was advertised in the *Fort Worth Star-Telegram* on July 1, 2020, July 8, 2020 and July 15, 2020. The City received one bid.

The Bid was evaluated on best value criteria including extent of the services meeting the City's needs, reputation of proposers and services offered, and cost. Staff from the Police Department evaluated the proposal submitted and recommends awarding a one-year agreement to SEF Builders, Inc. with four one-year options to renew. No guarantee was made that a specific amount of the repair services will be purchased. In addition, 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 contract shall begin on execution and end one year from that date.

The West Division is located in COUNCIL DISTRICT 3 and East Division is located in COUNCIL DISTRICT 5.

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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 CCPD Capital Projects Fund for the PD Gate/Fence Improvements project to support the approval of the above recommendation and authorization of the agreement. Prior to any expenditure being incurred, the Police Department has the responsibility to validate the availability of funds.

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