# City of Fort Worth, Texas

# Mayor and Council Communication

**DATE**: 03/19/24 **M&C FILE NUMBER**: M&C 24-0192

LOG NAME: 13P COOP BB VEHICLE MAINTENANCE AND REPAIR SERVICES PMD JJ

## **SUBJECT**

(ALL) Authorize Execution of Agreements with Sam Pack's Five Star Ford, LTD. Using BuyBoard Cooperative Contract No. 723-23 for Medium and Heavy-Duty Trucks, Parts, and Maintenance Repair Services and BuyBoard Cooperative Contract No. 724-23 for Vehicles, Police Motorcycles, and Repair Services for a Combined Annual Amount of \$1,000,000.00 and Authorize Two, One-Year Renewal Options for the Same Annual Amount for the Property Management Department

### **RECOMMENDATION:**

It is recommended that the City Council authorize execution of agreements with Sam Pack's Five Star Ford, LTD. using BuyBoard Cooperative Contract No. 723-23 for medium and heavy-duty trucks, parts, and maintenance repair services and BuyBoard Cooperative Contract No. 723-24 for vehicles, police motorcycles, and repair services for a combined annual amount of \$1,000,000.00 and authorize two, one-year renewal options for the same annual amount for the Property Management Department.

#### **DISCUSSION:**

In December 2023, the Property Management Department contacted the Purchasing Division to enter into agreements with Sam Pack's Five Star Ford, LTD. under BuyBoard Cooperative Contract Nos. 723-23 for medium and heavy-duty trucks, parts, and maintenance repair services, and 724-23 for vehicles, police motorcycles, parts, and maintenance repair services. These agreements will be used for vehicle maintenance and repair services for all City-owned, Ford-manufactured vehicles, constituting roughly 60% of all vehicles currently in the Fleet. The Fleet Division has expertise in repair and maintenance for many makes and models and is currently experiencing shortages in necessary staff. Additionally, Fleet is seeing an increase in larger, more time-consuming repairs. Accordingly, to ensure all vehicles in the Fleet receive needed repair and maintenance, this contract will provide external assistance to efficiently maintain more complex repairs of Intricate Electrical (IE) Engines, hybrid vehicles, and diagnose difficult IE vehicles that are hard to troubleshoot and repair. The vehicles that require long in-depth technical issues are sent out so that the focus is maintained on the quick-turn units to keep the department operations uninterrupted. BuyBoard Cooperative Contract Nos. 723-23 and 724-23 have an initial term through November 30, 2024, with two possible one-year renewals. BuyBoard Cooperative contracts offer fixed discounts. Staff reviewed the pricing and determined it to be fair and reasonable.

State law provides that a local government purchasing an item under a cooperative purchase agreement satisfies any state law requiring that the local government seek competitive bids for the purchase of the item. BuyBoard Cooperative contracts are competitively bid to increase and simplify the purchasing power of government entities across the State of Texas. BuyBoard Cooperative Contract No. 723-23 was published on January 18, 2023, and responses were opened on August 24, 2023. BuyBoard Cooperative Contract No. 724-23 was published on January 25, 2023, and responses were opened on December 1, 2023.

ADMINISTRATIVE CHANGE ORDERS - 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 so long as sufficient funds have been appropriated for that purpose.

AGREEMENT TERMS AND RENEWAL OPTIONS – The initial term of the City's agreements will be from the date of execution until November 30, 2024. The Agreements may be renewed in accordance with the terms and conditions of the cooperative agreements, for up to two one-year renewal periods.

A M/WBE goal is not assigned when purchasing from an approved purchasing cooperative or public entity.

Funding is budgeted in the Fleet Service Outside Repair & Maintenance account within the Fleet & Equipment Serv Fund.

This project will serve ALL COUNCIL DISTRICTS.

#### **FISCAL INFORMATION / CERTIFICATION:**

The Director of Finance certifies that upon approval of the recommendation, funds are available in the current operating budget, as previously appropriated, in the Fleet & Equipment Serv Fund. Prior to an expenditure being incurred, the Property Management Department has the responsibility to validate the availability of funds.

**Submitted for City Manager's Office by:** Reginald Zeno 8517

Dana Burghdoff 8018

Originating Business Unit Head:	Reginald Zeno	8517
	Ricardo Salazar II	8379
<b>Additional Information Contact:</b>	Jo Ann Gunn	8525
	Juby Jacob	8066