

Mayor and Council Communication

DATE: 01/14/25

M&C FILE NUMBER: M&C 25-0028

LOG NAME: 13PCOOP AMEND CSC62347 AUTO PARTS AND MAINTENANCE SRVS ML PMD

SUBJECT

(ALL) Authorize Amendment to City Secretary Contract No. 62347 with Reeder Distributors, Inc. Using Buyboard Cooperative Contract No. 715-23 for Automotive Parts, Fluids, Equipment, and Maintenance Services to Increase the Annual Amount by \$400,000.00 for a New Annual Amount Up to \$500,000.00 and Authorize One Renewal Option for an Amount Up to \$550,000.00 for the Property Management Department

RECOMMENDATION:

It is recommended that the City Council authorize an amendment to City Secretary Contract No. 62347 with Reeder Distributors, Inc. using Buyboard Cooperative Contract No. 715-23 for automotive parts, fluids, equipment, and maintenance services to increase the annual amount by \$400,000.00 for a new annual amount up to \$500,000.00 and authorize one renewal option for an amount up to \$550,000.00 for the Property Management Department.

DISCUSSION:

On November 21, 2024, the City executed City Secretary Contract No. 62347 with Reeder Distributors, Inc. using BuyBoard Cooperative Contract No. 715-23 for automotive parts, fluids, equipment, and maintenance services. The contract offers a variety of products and services, including but not limited to, automotive and heavy-duty lifts and inspections, most lubrication equipment, and most compressed air equipment. The Property Management Department will utilize the agreement to purchase equipment and services for various City of Fort Worth automobiles on an as-needed basis. The purpose of this Mayor & Council Communication is to authorize an amendment to the agreement to increase allowable spending by \$400,000.00 for a new annual amount up to \$500,000.00.

COOPERATIVE PURCHASE: State law provides that a local government purchasing an item under a cooperative purchasing agreement satisfies state laws requiring that the local government seek competitive bids for the purchase of the items. Buyboard contracts have been competitively bid to increase and simplify the purchasing power of government entities.

Buyboard Cooperative Contract No. 715-23 has an initial term beginning on December 1, 2024, through November 30, 2025, and includes a one (1) one-year renewal option. The Request for Proposal for Buyboard Contract No. 715-23 was published on January 18, 2023 and January 25, 2023, and responses were opened on June 1, 2023. Buyboard contracts offer fixed discounts. Staff reviewed the pricing and determined it to be fair and reasonable.

AGREEMENT TERM: The current term of this agreement will expire on November 30, 2025.

RENEWAL OPTIONS: In accordance with the terms of Buyboard Contract 715-23, there is one (1) one-year option to renew. The spending authority for the renewal period, if exercised, will be in an amount up to \$550,000.00. This 10% increase will help sure that the City has sufficient spending capacity to meet demand despite changing needs and market price fluctuations. 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.

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.

Funding is budgeted in the Fleet Service Outside Repair & Maintenance account within the Fleet & Equipment Service Fund for the Property Management Department, as appropriated.

DVIN-BE: A business equity goal is not assigned when purchasing from an approved purchasing cooperative or public entity.

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.

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