

Mayor and Council Communication

DATE: 04/11/23

M&C FILE NUMBER: M&C 23-0264

LOG NAME: 13P ITB 23-0018 ELECTRICAL SAFETY EQUIPMENT & MAINT AW TPW

SUBJECT

(ALL) Authorize the Execution of Purchase Agreements with Crawford Electrical Supply Company, Inc. and Northern Safety Co., Inc. for the Purchase of Electrical Safety Equipment and Maintenance Services for the Transportation and Public Works Department in a Combined Annual Amount Up to \$300,000.00 for the Initial Term and Authorize Four, Automatic, One-Year Renewals in the Amount of \$330,000.00 for the First Renewal, \$363,000.00 for the Second Renewal, \$399,300.00 for the Third Renewal, and \$439,230.00 for the Fourth Renewal

RECOMMENDATION:

It is recommended that the City Council authorize the execution of purchase agreements with Crawford Electrical Supply Company, Inc. and Northern Safety Co., Inc. for the purchase of electrical safety equipment and maintenance services for the Transportation and Public Works Department in a combined annual amount up to \$300,000.00 for the initial term and authorize four, automatic, one-year renewals in the amount of \$330,000.00 for the first renewal, \$363,000.00 for the second renewal, \$399,300.00 for the third renewal, and \$439,230.00 for the fourth renewal.

DISCUSSION:

The Transportation and Public Works Department approached the Purchasing Division for assistance with securing an agreement for the purchase of electrical safety equipment and testing services to ensure the safety of crews performing work on traffic signals and street lights throughout the City of Fort Worth. Purchasing issued an Invitation to Bid (ITB) that consisted of detailed specifications regarding the requirements for equipment testing and delivery procedures. The ITB was advertised in the *Fort Worth Star-Telegram* on January 25, 2023, February 1, 2023, and February 8, 2023. The City received three responses. However, upon evaluation one bidder, Dealers Electrical Supply Co., did not score at least 50% or more of the total available points for technical criteria and, therefore, was not qualified to receive pricing points.

An evaluation panel consisting of representatives from the Transportation and Public Works and Human Resources Departments reviewed and scored the submittals using Best Value criteria. The individual scores were averaged for each of the criteria and the final scores are listed in the table below.

Bidders	Evaluation Factors				
	a	b	c	d	Total score
Crawford Electric Supply Company, Inc.	6.75	17.50	15.63	40.00	79.88
Dealers Electrical Supply Co.	3.75	11.25	11.25	Bidder did not meet technical points; therefore, cost was not evaluated	Bidder did not meet technical points; therefore, cost was not evaluated.
Northern Safety Co., Inc.	7.25	19.38	18.13	4.99	49.74

Best Value Criteria:

- a. Contractor's ability to test the safety equipment, and availability of equipment and personnel to do so
- b. Contractor's ability to deliver the products and perform services in a timely manner
- c. Extent to which the services meet the City's needs
- d. Cost of service

After evaluation, the panel concluded that Crawford Electrical Supply Company, Inc. and Northern Safety Co., Inc. presented the best value for the City. Therefore, the panel recommends that Council authorize agreements with both Crawford Electrical Supply Company, Inc. and Northern Safety Co., Inc. Based on the department's anticipated usage, staff recommends separate agreements be awarded to the listed vendors to ensure

demands are met in a timely manner. Under these agreements, the department will order services according to lowest cost and availability. Staff certifies that the recommended vendor's bids met specifications.

Due to market volatility caused by supply chain disruptions, staff recommends that the total compensation for each annual renewal term is increased by 10% to ensure the City is able to meet demand. The total compensation for the initial term of the contracts shall not exceed \$300,000.00, \$330,000.00 for the first renewal, \$363,000.00 for the second renewal, \$399,300.00 for the third renewal, and \$439,230.00 for the fourth renewal.

Funding is budgeted in the Operating Supplies & Safety Materials & Supplies accounts of the Transportation and Public Works Department's rollup within the General Fund, as appropriated.

DVIN-BE: A waiver of the goal for Business Equity subcontracting requirement is approved by the DVIN-BE, in accordance with the Business Equity Ordinance, because the purchase of goods or services is from sources where subcontracting or supplier opportunities are negligible.

AGREEMENT TERMS: Upon City Council approval, this agreement shall begin upon execution and expire one year from that date.

RENEWAL TERMS: This agreement may be renewed for four additional, automatic, one-year terms at the amounts authorized through this M&C. 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.

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 General Fund. Prior to an expenditure being incurred, the Transportation and Public Works Department has the responsibility to validate the availability of funds.

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