

Mayor and Council Communication

DATE: 03/31/26

M&C FILE NUMBER: M&C 26-0217

LOG NAME: 13P COOP BB 789-25 KITCHEN EQUIPMENT & SUPPLIES JJ CITY

SUBJECT

(ALL) Authorize Execution of Non-Exclusive Agreements with Southwest Texas Equipment Distributors, Inc. dba Mission Restaurant Supply Company, and Ace Mart Restaurant Supply Co, Using Cooperative Contract for Kitchen Equipment and Supplies in a Combined Annual Amount Up to \$600,000.00 for a One-Year Term for City Departments

RECOMMENDATION:

It is recommended that the City Council authorize execution of non-exclusive agreements with Southwest Texas Equipment Distributors, Inc. dba Mission Restaurant Supply Company, and Ace Mart Restaurant Supply Co, using a Cooperative Contract for kitchen equipment, supplies, and maintenance services in a combined annual amount up to \$600,000.00 for a one-year term for City Departments.

DISCUSSION:

The purpose of this Mayor and Council Communication (M&C) is to authorize non-exclusive agreements with Southwest Texas Equipment Distributors, Inc. dba Mission Restaurant Supply Company, and Ace Mart Restaurant Supply Co, using BuyBoard Cooperative Contract No. 789-25 for the purchase of food service equipment, supplies, appliances, maintenance services, and replacement parts necessary to repair existing appliances on an as-needed basis.

The chart below is provided for budgetary illustration only. The amounts allotted to each vendor under the forthcoming agreements will be \$600,000.00.

Department	Estimated Annual Amount (Initial Term)
Public Events	\$200,000.00
Park and Recreation	\$180,500.00
Fire	\$75,000.00
Aviation	\$10,000.00
Municipal Courts	\$8,000.00
Other Departments & Contingency	\$126,500.00

FUNDING: The maximum annual amount allowed under the agreements will be \$600,000.00; however, the actual amount used will be based on the needs of the departments and available budget. Funding is budgeted in the various accounts within the participating departments' operating budgets, as appropriated.

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 has been competitively bid to increase and simplify the purchasing power of local government entities across the State of Texas.

The Request for Proposal (RFP) for BuyBoard Cooperative Contract No. 789-25 was published on January 29, 2025, and February 5, 2025, and responses were opened on July 31, 2025. BuyBoard contract offers fixed discounts. Staff reviewed the pricing and determined it to be fair and reasonable.

AGREEMENT TERM: The initial term of the agreement will begin upon execution and expire one year from that date.

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.

SMALL BUSINESS: A Small Business goal is not assigned to this contract because a waiver has been approved by the department's Assistant City Manager, in accordance with the City's Small Business Ordinance.

The agreement serves ALL COUNCIL DISTRICTS.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that funds are available in the current operating budget, as previously appropriated, in the participating departments' Operating Funds to support the approval of the above recommendation and execution of agreements. Prior to any expenditure being incurred, the participating departments have the responsibility to validate the availability of funds.

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