

City of Fort Worth, Texas

Mayor and Council Communication

DATE: 03/29/22 M&C FILE NUMBER: M&C 22-0204

LOG NAME: 13P22-0041 FERTILIZER

SUBJECT

(ALL) Authorize Execution of a Non-Exclusive Agreement with Helena Agri-Enterprises and Simplot AB Retail Inc. dba Simplot Turf & Horticulture for Fertilizer in a Total Annual Amount Up to \$210,458.00 for the Aviation and Parks and Recreation Departments and Authorize Four One-Year Renewal Options for the Same Annual Amount

RECOMMENDATION:

It is recommended that the City Council authorize a non-exclusive agreement with Helena Agri-Enterprises and Simplot AB Retail Inc. dba Simplot Turf & Horticulture for fertilizer in a total annual amount up to \$210,458.00 for the Aviation and Parks and Recreation Departments and authorize four one-year renewal options for the same annual amount.

DISCUSSION:

The Aviation and Park and Recreation Departments approached the Purchasing Division to purchase fertilizer. This agreement will provide fertilizer for the grounds and flower beds at different city property locations. To procure these goods, Purchasing staff issued an Invitation to Bid (ITB).

ITB 22-0041 was advertised in the *Fort Worth Star-Telegram* on January 5, 2022, January 12, 2022 and January 19, 2022. The bid opened on January 20, 2022 and two bids were received; one from Helena Agri-Enterprises, and one from Simplot AB Retail Inc. dba Simplot Turf & Horticulture. The two bids were evaluated based on lowest responsible bid. Purchasing Staff certifies that both meet the requirements stated in the specifications. Purchasing Staff recommends awarding a purchasing agreement for a total up to \$210,458.00 to Helena Agri-Enterprises and Simplot AB Retail Inc. dba Simplot Turf & Horticulture to meet the Department's needs. Products will be ordered based on price and availability. No guarantee was made that a specific amount of products would be purchased.

The maximum amount allowed under this agreement will be \$210,458.00, however, the actual amount used will be based on the need of the department and available budget. The annual department allocation for this agreement is:

Department	Estimated Annual Amount	Account Name
Aviation	\$21,000.00	Facilities Rep/Maint Supplies
Parks and Recreation	\$189,458.00	Agri & Botantical Supplies

Funding is budgeted in the Facilities Rep/Maintenance Supplies account of the Aviation Meacham Operations & Aviation Spinks Operations Department's Municipal Airport Fund, the Agricultural & Botantical Supplies account of the Park & Recreation rollout Department's General, Municipal Golf & Community Tree Planting Program Funds.

Agreement Terms: Upon City Council's approval, this agreement shall begin upon execution and expire one year from that date.

Renewal Terms: The Agreement may be renewed for four one-year renewal options for the same annual amount. The renewals do not require specific City Council approval as long as sufficient funds have been appropriated.

Business Equity: A waiver of the goal for M/WBE subcontracting requirements is approved by the Office Business Diversity, in accordance with the BDE Ordinance, because the application of the purchase of goods or services is from sources where subcontracting or supplier opportunities are negligible.

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 Municipal Airport, General, Municipal Golf and Community Tree Planing Program Funds. Prior to any expenditure being incurred, the Aviation and Park & Recreation Departments have the responsibility to validate the availability of funds.

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