

City of Fort Worth, Texas

# Mayor and Council Communication

DATE: 08/26/25 M&C FILE NUMBER: M&C 25-0772

LOG NAME: 13P AMEND CSCO 63408 KICKBOX LEASING, LLC ML PD

SUBJECT

(ALL) Authorize Execution of an Amendment with Kickbox Leasing, LLC for Storage Containers Using a BuyBoard Cooperative Contract to Increase the Annual Amount by \$55,000.00 for a New Total Annual Amount Up to \$155,000.00 for the Water and Police Departments

RECOMMENDATION:

It is recommended that the City Council authorize execution of an amendment to a City Secretary Contract 63408 with Kickbox Leasing, LLC for storage containers using a BuyBoard Cooperative Contract 732-24 to increase the annual amount by \$55,000.00 for a new annual amount up to \$155,000.00 for the Water and Police Departments.

DISCUSSION:

On June 11, 2025, the City executed City Secretary Contract No. 63408 with Kickbox Leasing, LLC for an amount up to \$44,208.75 using BuyBoard Cooperative Contract No. 732-24 for storage containers for the Water Department. On June 24, 2025, the Police Department contacted Purchasing requesting a total of \$111,000.00. On July 9, 2025, an amendment was executed to increase the agreement up to \$100,000.00 and to add the Police Department as an additional department to use the agreement, so that the Police Department could quickly purchase a minimum amount of storage containers to store SWAT training equipment until Council was available to approve the remaining amount needed. The purpose of this Mayor & Council Communication is to authorize an amendment to the agreement to increase allowable spending by \$55,000.00 for a new annual amount up to \$155,000.00.

FUNDING: The maximum annual amount allowed under this agreement will be \$155,000.00; however, the actual amount used will be based on the needs of city-owned facilities and available budget. Funding is budgeted in the Grants Operating Federal Fund for the Police Department and in the Water & Sewer Fund for the Water Department.

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. 732-24 has an initial term beginning on April 1, 2024, through March 31, 2026, and includes one (1) one-year renewal options. The Request for Proposal for BuyBoard Contract No. 732-24 was published on July 26, 2023 and August 2, 2023, and responses were opened on November 9, 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 March 31, 2026.

RENEWAL OPTIONS: In accordance with the terms of BuyBoard Contract 732-24, there is one (1) year option to renew. The spending authority for the renewal period, if exercised, will be in an amount up to \$155,000.00. 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.

This project will serve 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 Grants Operating Federal Fund and the Water & Sewer Fund to support the approval of the above recommendation and execution of the amendment. Prior to any expenditure being incurred, the Water and Police Departments have the responsibility to validate the availability of funds.

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