

# Mayor and Council Communication

DATE: 03/02/21

M&C FILE NUMBER: M&C 21-0140

LOG NAME: 13P21-0025 BOARDING AND SECURING MGF

**SUBJECT**

(ALL) Authorize Service Agreements with New Era Contract Services LLC, Santos R. Chazarreta, d/b/a MJJ Construction, and Foodie Enterprises, Inc. d/b/a Q&R Properties for Boarding and Securing Services with a Combined Annual Amount up to \$152,000.00 with a One-Year Initial Term and Authorize Four One-Year Renewal Options for the Code Compliance Department

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**RECOMMENDATION:**

It is recommended that the City Council authorize service agreements with New Era Contract Services, LLC, Santos R. Chazarreta, d/b/a MJJ Construction, and Foodie Enterprises, Inc. d/b/a Q&R Properties for boarding and securing services in a combined annual amount up to \$152,000.00 with a one-year initial term and authorize four one-year renewal options for the Code Compliance Department.

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**DISCUSSION:**

The Code Compliance Department approached the Purchasing Division to purchase boarding and securing services. These services include boarding and securing vacant properties that are determined to have unsecured doors, windows or other openings that are in hazardous conditions. To procure these services, staff issued an Invitation to Bid (ITB).

The ITB was advertised in the *Fort Worth Star-Telegram* on Wednesdays from December 2, 2020 to December 16, 2020. Seventy-one vendors were solicited from the purchasing database system; three responses were received. Proposals were scored based on reputation of the bidder, the bidder's services, the bidder's past relationship with the City and total cost. If no previous relationship was established with the City the vendor received half of the total points available for the criteria. The proposals were reviewed by an evaluation committee consisting of staff from both the Code Compliance and Property Management Departments. No guarantee was made that a specific amount of services would be purchased. Both the Code Compliance and Property Management Departments certify that New Era Contract Services LLC, Santos R. Chazarreta, dba MJJ Construction, and Foodie Enterprises, Inc. d/b/a Q&R Properties met the requirements stated in the specifications. Services will be requested based on price and availability.

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.

Each contract may be renewed for up to four one-year terms at the City's sole discretion. This action does not require specific City Council approval provided that City Council has appropriated sufficient funds to satisfy the City's obligations during the renewal term.

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

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**FISCAL INFORMATION / CERTIFICATION:**

The Director of Finance certifies that funds are available in the current operating budget, as previously appropriated, in the General Fund to support the approval of the above recommendation and execution of the purchase agreements. Prior to any expenditure being incurred, the Code Compliance Department has the responsibility to validate the availability of funds.

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