

Mayor and Council Communication

DATE: 12/14/21

M&C FILE NUMBER: M&C 21-0956

LOG NAME: 13P 21-0205 SUV CC PMD

SUBJECT

(ALL) Authorize Execution of Non-Exclusive Purchase Agreements with Lake Country Chevrolet, Inc., Grapevine DCJ, LLC, and Silsbee Ford, Inc., for Sport Utility Vehicles for a Combined Annual Amount Up to \$400,000.00 for the Initial Term, and Authorize Four One-Year Renewal Options in the Amount of \$420,000.00 for the First Renewal, \$441,000.00 for the Second Renewal, \$463,050.00 for the Third Renewal and \$486,203.00 for the Fourth Renewal for the Property Management Department on Behalf of City Departments

RECOMMENDATION:

It is recommended that the City Council authorize execution of non-exclusive purchase agreements with Lake Country Chevrolet, Inc., Grapevine DCJ, LLC, and Silsbee Ford, Inc., for sport utility vehicles for a combined annual amount up to \$400,000.00 for the initial term and authorize four one-year renewal options in the amount of \$420,000.00 for the first renewal, \$441,000.00 for the second renewal, \$463,050.00 for the third renewal and \$486,203.00 for the fourth renewal for the Property Management Department on behalf of City Departments.

DISCUSSION:

The Property Management Department approached the Purchasing Division for assistance with securing an agreement for sport utility vehicles that will be used by various departments for daily tasks. Purchasing Staff issued an Invitation to Bid (ITB) that described function and capabilities required for the new units that will be purchased on an as-needed basis.

The bid was advertised in the *Fort Worth Star-Telegram* on September 29, 2021, October 6, 2021, and October 13, 2021. Four responses were received. The bid response from Caldwell Country Chevrolet was deemed non-responsive since they did not provide all of the requested documents. Donalson DCJ was deemed non-responsive due to not meeting the requirements for civilian SUVs. Purchasing staff certifies that the remaining three bids meet the bid requirements. No guarantee was made that a specific amount of these items will be purchased. It is recommended that each annual award amount include the average industry standard of 5% increase in cost per year. Awarding non-exclusive agreements ensures the ability to meet the City's need for specific vehicles for various operations.

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.

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

RENEWAL TERMS: This agreement may be renewed for four (4) additional one-year renewal periods. 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.

BUSINESS EQUITY: A waiver of the goal for M/WBE subcontracting requirements is approved by the Diversity and Inclusion Department, in accordance with Ordinance No. 225165-10-2021 (the Business Equity Ordinance), because the application of the purchase of goods or services is from sources where subcontracting or supplier opportunities are negligible.

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 the agreement. Prior to any expenditure being incurred, the participating departments have the responsibility to validate the availability of funds.

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