

Mayor and Council Communication

DATE: 03/29/22

M&C FILE NUMBER: M&C 22-0195

LOG NAME: 13P 21-0166 BOTANICAL GARDENS HVAC JC PARD

SUBJECT

(CD 7) Authorize Execution of a Purchase Agreement for Botanic Gardens Heating, Ventilation and Air Conditioning Roof Top Installations with Candel Tech, Inc., in an Amount Up to \$134,602.27 for the Park and Recreation Department

RECOMMENDATION:

It is recommended that the City Council authorize execution of a purchase agreement for Botanic Gardens Heating, Ventilation and Air Conditioning roof top installations with Candel Tech, Inc., in an amount up to \$134,602.27 for the Park and Recreation Department.

DISCUSSION:

The Park and Recreation Department approached Purchasing to issue a bid for Botanic Gardens Heating, Ventilation and Air Conditioning (HVAC) Roof Top Installations. The Purchasing Division issued an Invitation to Bid (ITB) 21-0166 on July 27, 2021 with submissions due by August 26, 2021 and included detailed specifications regarding the requirements for the Botanic Gardens HVAC Roof Top Installations.

The ITB was advertised in the *Fort Worth Star-Telegram* every Wednesday from July 28, 2021 through August 25, 2021. Twenty eight vendors were solicited from the purchasing vendor database system; seven responses were received. Each bid response received points based on a pre-established, best-value matrix of weighted factors and was scored according to price, contractor qualifications, similar job experiences, and references, availability to begin the project, and the experience of the staff and the company's permitting experience. Upon review of the information, Candle Tech, Inc. scored the highest using the Best Value criteria, therefore staff recommends awarding to Candle Tech, Inc.

Funding in an Amount Up to \$134,602.27 is budgeted in the Other Contractual Services account of the BG Moncrief Garden Center project in the Tax Note 2020 Fund.

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

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 good 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 funds are available in the current capital budget, as previously appropriated, in the Tax Note 2020 Fund for the BG Moncrief Garden Center project to support the approval of the above recommendation and execution of the purchase agreements. Prior to any expenditure being incurred, the Park and Recreation Department has the responsibility to validate the availability of funds.

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Expedited