

# Mayor and Council Communication

**DATE:** 03/29/22

**M&C FILE NUMBER:** M&C 22-0203

**LOG NAME:** 13P22-0040 CLASS 2 CAB AND CHASSIS MC PMD

## **SUBJECT**

(ALL) Authorize Execution of a Non-Exclusive Purchase Agreement with Grapevine DCJ, LLC and Caldwell Country Chevrolet for an Annual Amount Up to \$935,750.00 and Authorize Four One-Year Renewal Options in the Amount of \$982,538.00 for the First Renewal, \$1,031,665.00 for the Second Renewal, \$1,083,248.00 for the Third Renewal, and \$1,137,410.00 for the Fourth Renewal, for the Property Management Department

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## **RECOMMENDATION:**

It is recommended that City Council authorize execution of a non-exclusive purchase agreement with Grapevine DCJ, LLC and Caldwell Country Chevrolet for an annual amount up to \$935,750.00 and authorize four one-year renewal options in the amount of \$982,538.00 for the first renewal, \$1,031,665.00 for the second renewal, \$1,083,248.00 for the third renewal, and \$1,137,410.00 for the fourth renewal, for the Property Management Department.

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## **DISCUSSION:**

The Property Management Department approached the Purchasing Division to procure an agreement for a Class 2 Cab and Chassis for the Transportation and Public Works (TPW), Water, Fire and Code Compliance Departments. During the course of this agreement, other departments may request Class 2 Cab and Chassis, therefore, this agreement should also allow for those purchases. A Class 2 Cab and Chassis is a gasoline-based item with diesel upgrade capabilities. The items will be used for hauling equipment, personnel, tools and supplies to and from jobsites to maintain and install City infrastructure.

Staff issued an Invitation to Bid (ITB), ITB No. 22-0040 on December 14 2021. The ITB was advertised in the *Fort Worth Star-Telegram* on Wednesday's from December 15, 2021 through January 5, 2022. Two (2) responses were received.

Staff evaluated the bid response to ensure each bidder was in compliance with the specifications of the ITB, and recommends awarding an agreement to Grapevine DCJ, LLC and Caldwell Country Chevrolet. 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.

**FUNDING:** Funding is budgeted in the Cap Out-Equipment account in the department's capital funds.

**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, this agreement shall begin upon execution and expire one year from that date. The agreement may be renewed for four (4) additional one-year terms at the City's option.

**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.

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## **FISCAL INFORMATION / CERTIFICATION:**

The Director of Finance certifies that funds are available in the current capital budget, as previously appropriated, in the participating department's Capital Funds to support the approval of the above recommendation and execution of a purchase agreement. Prior to any expenditure being incurred, the participating departments has the responsibility to validate the availability of funds.

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