

# Mayor and Council Communication

**DATE:** 08/23/22

**M&C FILE NUMBER:** M&C 22-0609

**LOG NAME:** 13P COOP BB 592-19 PARKING SHADE ML AVI

## **SUBJECT**

(CD 2) Authorize Purchase Agreement with Shade Structures, Inc dba USA Shade for Installation of a Covered Parking Shade Structure at Meacham's Administration Building in the Amount Up to \$170,000.00 Using Buyboard Cooperative Contract 592-19, Adopt Appropriation Ordinance, and Amend the Fiscal Years 2022-2026 Capital Improvement Program

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## **RECOMMENDATION:**

It is recommended that the City Council:

1. Authorize purchase agreement with Shade Structures, Inc dba USA Shade for installation of a covered parking shade structure at Meacham's administration building in the amount up to \$170,000 using Buyboard cooperative contract 592-19;
2. Adopt the attached appropriation ordinance increasing estimated receipts and appropriations in the Municipal Airport Capital Projects Fund in the amount of \$51,000.00, transferred from the Municipal Airport Fund, in the Meacham Maintenance Programmable project (City Project No. P00112), for the purpose of funding the FTW Meacham Covered Parking project (City Project No. 103681); and
3. Amend the Fiscal Years 2022-2026 Capital Improvement Program.

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## **DISCUSSION:**

The purpose of this Mayor and Council Communication (M&C) is to enter into an agreement with Shade Structures, Inc dba USA Shade under BuyBoard Contract No. 592-19, for a covered parking shade structure at Meacham's Administration Building.

The Aviation Department is to install covered parking for the designated department parking spaces located at Meacham's Administration Building. The covered parking will provide basic protection to Aviation vehicles from severe weather events. However, due to the new price quoted by the sole source supplier, the Aviation Department must transfer and appropriate funds in the amount of \$51,000.00 from the Municipal Airport Fund to be used for eligible Aviation Department Grounds Maintenance projects at the City of Fort Worth Meacham International Airport (Meacham).

Funding for this project was not included in the Fiscal Years (FY) 2022-2026 Capital Improvement Program (CIP) due to the new charges being incurred after the CIP was adopted. The action in this M&C will amend the FY2022-2026 Capital Improvement Program as approved in connection with Ordinance No. 25073-09-2021.

BuyBoard Contract No. 592-19 has a term through September 30, 2022. The Request for Offer for BuyBoard Contract No. 592-19 was published on June 05, 2018, and responses were opened on January 24, 2019. BuyBoard contracts offer fixed discounts. Staff reviewed the pricing and determined it to be fair and reasonable.

State law provides that a local government purchasing an item under a cooperative purchase agreement satisfies any state law requiring that the local government seek competitive bids for the purchase of the item. BuyBoard contracts are competitively bid to increase and simplify the purchasing power of government entities across the State of Texas.

Funding is budgeted in the Capital Intrafund Transfer Out account within the Municipal Airport Fund for the purpose of transferring to the Municipal Airport Capital Projects Fund for the FTW Meacham Covered Parking project.

A M/WBE goal is not assigned when purchasing from an approved purchasing cooperative or public entity.

This project is located in COUNCIL DISTRICT 2.

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## **FISCAL INFORMATION / CERTIFICATION:**

The Director of Finance certifies that funds are currently available in Transfers & Other category within the Municipal Airport Fund and upon approval of the above recommendations and adoption of the attached appropriation ordinance, funds will be available in the Municipal Airport Capital Projects Fund for the Meacham Maintenance programmable project. Prior to an expenditure being incurred, the Aviation Department has the responsibility of verifying the availability of funds.

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Expedited