City of Fort Worth, Texas Mayor and Council Communication

DATE: 08/23/22

M&C FILE NUMBER: M&C 22-0612

LOG NAME: 13P22-0162 VEHICLE AND EQUIPMENT GLASS REPAIR AND REPLACEMENT

SUBJECT

(ALL) Authorize Execution of an Agreement with Advanced Glass Systems, Inc. for Vehicle and Equipment Glass Repair and Replacement for a Total Annual Amount Up to \$200,000.00 and Authorize Four One-Year Renewal Options for the Same Annual Amount for the Property Management Department

RECOMMENDATION:

It is recommended that the City Council authorize an agreement with Advanced Glass Systems, Inc. for vehicle and equipment glass repair and replacement for a total annual amount up to \$200,000.00 and authorize four one-year renewal options for the same annual amount for the Property Management Department.

DISCUSSION:

The Property Management Department approached the Purchasing Division to finalize an annual agreement for glass repair and replacement services that will be purchased on an as-needed basis. Under the proposed Agreement, the vendor will provide glass repair and replacement services for damaged City owned vehicles and equipment. In order to procure these services, staff issued Invitation to Bid (ITB) No. 22-0162. The ITB consisted of detailed specifications describing the vendor's responsibilities and requirements to provide these services.

The ITB was advertised in the *Fort Worth Star-Telegram* for three consecutive Wednesdays beginning on June 15, 2022, through June 29, 2022. The City received a sole response. An evaluation panel consisting of representatives from the Property Management and Transportation and Public Works Departments reviewed and scored the submittals using Best Value criteria.

The individual scores were averaged for each of the criteria and the final scores are listed in the table below.

Proposer	Evaluation Factors							
	а	b	с	d	е		Total Score	Rank
Advanced Glass Systems, Inc.	6.33	5.33	10.67	10.67	5.33	30	68.33	1

Best Value Criteria

(a) Contractor's experience

(b) Contractor's references

(c) Availability of resources to provide services

(d) Contractor's approach to performing services

(e) Contractor's ability to provide on-site (mobile) vehicle glass installations and repairs

(f) Price

FUNDING: The maximum annual amount allowed under this agreement will be \$200,000.00, however, the actual amount used will be based on the need of the department and the available budget. Funding is budgeted in the Fleet Service Outside Repair & Maintenance account within the Property Management Fleet Parts & Fuel Inventory Department's Fleet and Equipment Services Fund.

No guarantee was made that a specific amount of services would be purchased.

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

RENEWAL TERMS: The Agreement may be renewed for four one-year renewal options for the same annual amount. The renewals do not require specific City Council approval as long as sufficient funds have been appropriated.

DIVERSITY AND INCLUSION (DVIN): The initial estimated bid amount for this procurement was less than \$100,000.00, therefore a Business Equity goal was not applicable.

ADMINISTRATIVE CHANGE ORDERS: 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 upon approval of the above recommendation, funds are available in the current operating budget, as previously appropriated, in the Fleet and Equipment Serv Fund. Prior to any expenditure being incurred, the Property Management Department has the responsibility to validate the availability of funds.

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