

City of Fort Worth, Texas

# Mayor and Council Communication

DATE: 04/11/23 M&C FILE NUMBER: M&C 23-0261

LOG NAME: 13P ITB 23-0005 CDL TRAINING COURSES AW TPW

SUBJECT

(ALL) Authorize Execution of Agreements with MT Training Center, On Track Truck Driving School, LLC, and Continental Road Watch Corporation dba Continental Truck Driver Training School for Commercial Driver's License Training Courses for Multiple Departments in a Combined Annual Amount Up to \$655,680.00 and Authorize Four, One-Year Renewals for the Same Annual Amount

RECOMMENDATION:

It is recommended that the City Council authorize execution of agreements with MT Training Center, On Track Truck Driving School, LLC, and Continental Road Watch Corporation dba Continental Truck Driver Training School for commercial driver's license training courses for multiple departments in a combined annual amount up to \$655,680.00 and authorize four, one-year renewals for the same annual amount.

DISCUSSION:

The Transportation and Public Works, Water, Park and Recreation, Code Compliance, Property Management, and Aviation Departments approached the Purchasing Division for assistance with securing an agreement for commercial driver's license (CDL) training courses on an as-needed basis. Under the proposed agreements, the vendors will provide CDL Class A, Class B, Tanker Endorsement, and Hazmat Endorsement training courses to ensure all City personnel required to hold a CDL and/or endorsement have completed a certified training course and are able to obtain a license. Purchasing issued an Invitation to Bid (ITB) that consisted of detailed specifications including the certification and licensing requirements for prospective vendors, the courses and materials to be provided, and the manner in which services shall be performed.

The ITB was advertised in the *Fort Worth Star-Telegram* on December 7, 2022, December 14, 2022, December 21, 2022, December 28, 2022, and January 4, 2023. The City received three responses.

An evaluation panel consisting of representatives from the Water, Transportation and Public Works, Park and Recreation, and Code Compliance Departments reviewed and scored the submittal using Best Value criteria. The individual scores were averaged for each of the criteria and the final scores are listed in the table below.

Bidder	Evaluation Factors				
	a	b	c	d	Total score
MT Training Center	15.75	5.75	11.50	39.50	72.50
On Track Truck Driving School, LLC	14.25	5.50	10.50	40.00	70.25
Continental Road Watch Corporation dba Continental Truck Driver Training School	22.50	5.50	13.50	22.65	64.15

Best Value Criteria:

- a. Contractor's Qualifications and Experience
- b. Contractor's References
- c. Extent to which the services meet the City's needs
- d. Cost of service

After evaluation, the panel concluded that MT Training Center, On Track Truck Driving School, and Continental Road Watch Corporation dba Continental Truck Driver Training School presented the best value. Therefore, the panel recommends that Council authorize agreements with MT Training Center, On Track Truck Driving School, LLC, and Continental Road Watch Corporation dba Continental Truck Driver Training School. No guarantee was made that a specific amount of services would be purchased. Staff certifies that the recommended vendors' bids met specifications.

FUNDING: The maximum amount allowed under this agreement for the initial term will be \$655,680.00; however the actual amount used will be based on the need of the departments and available budget.

Funding is budgeted in the Stormwater Utility, General, Solid Waste, Fleet & Equipment Service, Environmental Protection, Municipal Airport,

Water and Sewer Operating Funds.

Department	Budgeted Amount
Transportation and Public Works	\$301,200.00
Property Management	\$10,680.00
Code Compliance	\$56,000.00
Aviation	\$15,000.00
Water	\$100,000.00
Park and Recreation	\$172,800.00

DVIN-BE: A waiver of the goal for Business Equity subcontracting requirement is approved by the DVIN-BE, in accordance with the Business Equity Ordinance, because the purchase of goods or services is from sources where subcontracting or supplier opportunities are negligible.

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

RENEWAL TERMS: This agreement may be renewed for four additional, one-year terms at the amounts authorized through this M&C. 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.

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 operating budget, as previously appropriated, in the participating departments' Operating Funds to support the approval of the above recommendation and execution of the purchase agreements. Prior to any expenditure being incurred, the participating departments have the responsibility to validate the availability of funds.

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