

Mayor and Council Communication

DATE: 02/27/24

M&C FILE NUMBER: M&C 24-0145

LOG NAME: 13P DONATE PPE AND HAND SANITIZER KQ FMS

SUBJECT

(ALL) Authorize Expanding the City of Fort Worth Donation Program for Excess Personal Protective Equipment and Hand Sanitizer, as Authorized by M&C 23-0548, to Identify Additional Participants and Find that the Donation Serves a Public Purpose and that Adequate Controls are in Place

RECOMMENDATION:

It is recommended that the City Council:

1. Authorize the City of Fort Worth to donate excess personal protective equipment and hand sanitizer to (1) local non-profit organizations that receive funding from the City for one or more programs, (2) local non-profit organizations that have a physical address in the City of Fort Worth, (3) local non-profit organizations that host one or more programs in the City of Fort Worth, (4) chambers of commerce with a permanent address in the City of Fort Worth; (5) teachers or other staff from schools that serve the City of Fort Worth; and (6) any business that has a permanent address in the City of Fort Worth;
 2. Authorize the disposal of any remaining PPE or hand sanitizer that has expired and that has not been requested by one of the entities authorized to receive donations under this program; and
 3. Find that the donation carries out the public purpose of preventing the spread of Covid-19 and other illnesses and that adequate controls are in place to carry out such public purpose.
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DISCUSSION:

On June 27, 2023, the City of Fort Worth City Council authorized the City to donate excess personal protective equipment and hand sanitizer (collectively referred to as PPE) to any nonprofit organization receiving City funds for one or more programs to ensure the safety of the program participants and staff and provide cost savings for organizations (Mayor and Council Communication No. 23-0548).

In response to the Coronavirus Pandemic, the City purchased various types of PPE, including masks, hand sanitizer, and shoe covers to use for City staff and at City functions. As regulations and practices changed, the demand for certain PPE changed dramatically. The excess PPE is currently being stored by the Purchasing Division, which has facilitated the distribution to City departments over the past three-plus years. However, the City's demand for masks, shoe covers, and hand sanitizer has decreased significantly since the beginning of the pandemic. As noted in M&C 23-0548, the City will not use existing inventory before the listed expiration dates. The City's Office of Emergency Management has confirmed that it has an inventory of PPE sufficient for the City's initial response to another similar emergency.

Following approval of the original donation program, the City advertised to all non-profits that had a contract with the City and received eleven requests for PPE. Through that first phase of donations, the City donated all excess PPE except 1,165 50-count boxes of masks, 13 boxes of 1oz hand sanitizer, 48 boxes of 4oz hand sanitizer, 10 boxes of 8oz hand sanitizer, 35 gallon containers of hand sanitizer, 18 cases of Purell refill container, and 356 refill bags of hand sanitizer. The purpose of this M&C is to expand the list of persons and entities eligible to request and receive PPE donations from the City.

Approval of this M&C authorizes the following phases for the PPE Donation Program:

Phase 1: Donation to local non-profit organizations that receive funding from the City for one or more programs. This phase has been completed;

Phase 2: Any entity eligible in Phase 1 and local non-profit organizations that have a physical address in the City of Fort Worth, local non-profit organizations that host one or more programs in the City of Fort Worth, chambers of commerce with a permanent address in the City of Fort Worth; and teachers or other staff from schools that serve the City of Fort Worth. This Phase will remain open for one week following publication of notice for persons and entities to submit their orders;

Phase 3: Any entity or person eligible under Phases 1 or 2 and any business that has a permanent address in the City of Fort Worth. This Phase will remain open for one week following publication of notice for persons and entities to submit their orders;

Phase 4: Disposal of any expired PPE items that were not requested during Phases 1-3. Any unexpired PPE remaining will be stored for use by the City or eligible participants in the phases listed above until it is either used or expires.

The PPE items were purchased using federal grant funds provided through the Coronavirus Aid, Relief, and Economic Security (CARES) Act and the American Rescue Plan Act (ARPA). The City has conferred with the City's federal grant consultant and confirmed that this donation program and the disposal of expired materials are allowable under the federal grants.

Adequate controls are in place to carry out the public purpose because all PPE will be either distributed to entities or persons in the City of Fort Worth, which will help prevent the spread of COVID-19 and other airborne illnesses in the City or will be disposed of when expired.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that approval of these recommendations will have no material effect on City funds.

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