

City of Fort Worth, Texas

Mayor and Council Communication

DATE: 02/27/24 M&C FILE NUMBER: M&C 24-0163

LOG NAME: 25P22-0201 MANUAL LABOR PERSONNEL SERVICES CO 2

SUBJECT

(ALL) Authorize Amendment to City Secretary Contract No. 57606 with FW Services, Inc. d/b/a Pacesetter Personnel Services for Manual Labor Personnel Services in an Amount of \$376,250.00 for an Increased Annual Amount Up to \$2,131,250.00 for the Remainder of the Current and All Subsequent Renewal Terms for the Public Events Department

RECOMMENDATION:

It is recommended that the City Council authorize an amendment to City Secretary Contract No. 57606 with FW Services, Inc. d/b/a Pacesetter Personnel Services for manual labor personnel services in the amount of \$376,250.00 for an increased annual amount up to \$2,131,250.00 for the remainder of the current term, and all future renewal options for the Public Events Department.

DISCUSSION:

In 2021, the Public Events Department approached the Purchasing Division for assistance with securing an agreement for manual labor personnel services that will be used for the preparation of events related to set-ups and maintaining event spaces for various City of Fort Worth events. Purchasing Staff issued an Invitation to Bid (ITB) that described the personnel requirements and duties. After conducting an Invitation to Bid, FW Services, Inc. d/b/a Pacesetter Personnel Services was awarded the contract.

On March 29, 2022, by and through Mayor and Council Communication (M&C) 22-0201, the Fort Worth City Council authorized the execution of City Secretary Contract (CSC) 57606, a services agreement with FW Services, Inc. d/b/a Pacesetter Personnel Services for manual labor personnel services in an annual amount up to \$1,705,000.00 for the initial term, and four one-year renewal options in the same amount for the Public Events Department.

The Public Events Department requires additional authorization to order more services. As authorized by the Fort Worth City Code, an administrative change order or increase could be made by the City Manager up to \$50,000.00 and does not require specific City Council approval as long as sufficient funds have been appropriated. Accordingly, Amendment No. 1 to CSC 57606 was executed administratively in January of 2024 and increased the contract by \$50,000.00. With this M&C, the Public Events Department requests authorization to execute a second amendment to increase the contract amount up to the maximum amount of 25% of the original contract amount, as permitted by Chapter 252 of the Texas Local Government Code, for the current term and all future renewals.

Accordingly, with this M&C, Council will authorize an amendment to CSC No. 57606 to increase the contract amount by an additional \$376,250.00 for a new total annual contract amount not to exceed \$2,131,250.00.

Funding is budgeted in the Other Contractual Services account of the Culture and Tourism Fund.

FW Services, Inc. d/b/a Pacesetter Personnel Services did not commit to the Business Equity Goal of 10%, but submitted a Good Faith Effort from the original executed contract.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that funds are available in the current operating budget, as previously appropriated, in the Culture & Tourism Fund to support the approval of the above recommendation and execution of the agreement. Prior to any expenditure being incurred, the Culture and Tourism Department has the responsibility to validate the availability of funds.

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