



**CITY OF FORT WORTH**  
**CHAPTER 252 EXEMPTION FORM**

Instructions: Fill out the entire form with detailed information. Once you have completed this form, provide it to the Purchasing attorney for review. The attorney will review the information you have provided to determine whether an exemption to Chapter 252's bidding requirements is defensible. If you are printing this form to provide to Legal, please do not provide the Primer portion. Failure to provide sufficient information may result in follow up questions and cause a delay in the attorney's determination.

**Section 1: General Information**

Requesting Department: Code Compliance Environmental

Name of Contract Manager: Oneil Johnson

Department's Attorney: [INSERT DEPT. ATTORNEY]

Item or Service sought:

    Goods: ☐

    Service: ☒

    Anticipated Amount: \$1,914,520.00

Vendor: Presbyterian Night Shelter - UPSPIRE

Current/Prior Agreement for item/service: Yes ☒ No ☐

    CSC or Purchase Order #: BID#18-0275/PO4413

    Amount: \$465,000

    Projected M&C Date: 10.11.2022

How will this item or service be used? Sevices will be utilized for collecting and staging trash, litter, debris and vegetation at designated and predetermined sites as well as "hot spot" reported sites across the City of Fort Worth. All litter and debris collected will be disposed of in Contractor's designated dumpster for pickup. Litter and solid waste removal will be performed during daylight hours, 5 days per week, 8 hours a day, Monday - Saturday per crew. The Contractor will provide uninterrupted performance of work on successive working days- exclusive of inclement weather. This agreement will replace our current city wide litter pick up which will expire March 2023.

## **Section 2: Claimed Exemption and Justification (Other than sole source)**

NOTE - For a claimed sole-source exemption, complete Section 3.

Please indicate the non-sole-source exemption you believe applies to the purchase and provide information to support its applicability. Please refer to the Exemption Primer for detailed information about common exemptions:

☒ A procurement necessary to preserve or protect the public health or safety of the City of Fort Worth's residents;

☐ A procurement necessary because of unforeseen damage to public machinery, equipment, or other property;

☐ A procurement for personal, professional, or planning services;

☐ A procurement for work that is performed and paid for by the day as the work progresses;

☐ A purchase of land or a right-of-way;

☐ Paving drainage, street widening, and other public improvements, or related matters, if at least one-third of the cost is to be paid by or through special assessments levied on property that will benefit from the improvements;

☐ A public improvement project, already in progress, authorized by the voters of the municipality, for which there is a deficiency of funds for completing the project in accordance with the plans and purposes authorized by the voters;

☐ A payment under a contract by which a developer participates in the construction of a public improvement as provided by Subchapter C, Chapter 212;

☐ Personal property sold:

- at an auction by a state licensed auctioneer;
- at a going out of business sale held in compliance with Subchapter F, Chapter 17, Business & Commerce Code;
- by a political subdivision of this state, a state agency of this state, or an entity of the federal government; or
- under an interlocal contract for cooperative purchasing administered by a regional planning commission established under Chapter 391;

☐ Services performed by blind or severely disabled persons;

☐ Goods purchased by a municipality for subsequent retail sale by the municipality;

☐ Electricity; or

☐ Advertising, other than legal notices.

Please provide details and facts to explain why you believe the exemption applies to the purchase. You may also attach documentation to this form. The service is necessary to preserve and protect the public health and safety of the City of Fort Worth residents. Litter is a pervasive and unsightly problem that is costly to clean, impacts neighborhood aesthetics, lowers property values, pollutes our environment and poses a threat to wildlife. The daily collection prevents the accumulation of food and trash along roadsides, right of ways, water and land resources and vacant lots which begin to create a nuisance, attract vectors and putrid smell which is a source of frequent complaints. Litter collection programs reduce risks of fire, personal injury, and spread of disease.

Litter crews will also provide litter abatement services, illegal dump removal, nuisance abatement, unauthorized camp removal and collection of food, trash, solid waste and debris associated with high homelessness population, which harbors and feeds rodents.

Requirements: All loose trash, litter, debris and volunteer vegetation will be bagged, staged on site or removed from the designated site at the completion of the cleaning. The Contractor will inspect and compact loose trash in public trash containers within the area (if they exist) to help prevent materials from blowing out before the next service and contact the City's Call Center at 817-392-1234 to inform the City which containers are completely full and need to be serviced earlier than next scheduled collection.

Contractor will collect and stage the trash, litter, debris and volunteer vegetation at designated & predetermined sites - typically a total of 40 hours per week based on five (5) eight (8) hour days per week (between Monday through Saturday) per crew.

Contractor will collect and stage the trash, litter, debris and volunteer vegetation on a per request basis for addressing "hot-spot" sites and unforeseen areas within 24 hours following a 12-18 hour advance notification]

### **Section 3: Claimed Sole-Source Exemption and Justification**

NOTE - For any non-sole-source exemption, complete Section 2.

Please indicate the sole-source exemption you believe applies to the purchase and provide information to support its applicability. Please refer to the Exemption Primer for detailed information about common exemptions

☐ \*A procurement of items that are available from only one source, including:

- items that are available from only one source because of patents, copyrights, secret processes, or natural monopolies;
- films, manuscripts, or books;

- gas, water, and other utility services;
- captive replacement parts or components for equipment;
- books, papers, and other library materials for a public library that are available only from the persons holding exclusive distribution rights to the materials; and
- management services provided by a nonprofit organization to a municipal museum, park, zoo, or other facility to which the organization has provided significant financial or other benefits;

How did you determine that the item or service is only available from one source?

\_\_\_\_\_

Attach screenshots and provide an explanation of any independent research you conducted, through internet searches, searching cooperatives, or discussions with others knowledgeable on the subject matter that corroborate that the item is available only from a single source.

\_\_\_\_\_

Did you attach a sole source justification letter? ☐ Yes ☐ No

Describe the uniqueness of the item or service (e.g. compatibility or patent issues, etc.). \_\_\_\_\_

#### **Section 4: Attorney Determination**

With the facts provided by the department, is the use of the claimed exemption defensible if the City were to be challenged on this purchase? ☒ Yes ☐ No.

Was there anything attached to this form that was relied on in making this determination? ☐ Yes ☒ No.

If yes, please explain:

Was there anything not included on this form or attached hereto that was relied on in making this determination? ☐ Yes ☒ No.

If yes, please explain:

Will the standard terms and conditions apply? ☒ Yes ☐ No.

Will the contract require special terms?

☐ Yes

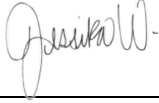
☒ No.

Will the contract require review by the department attorney?

☒ Yes

☐ No.

**Approved By:**



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Taylor Paris / Jessika Williams  
Assistant City Attorney

Date: 9/27/22

## EXEMPTION FORM PRIMER

Below are explanations and examples of common exemptions that could apply to City purchases. If you have questions about the information provided or need additional information, please contact your department's assigned attorney or the appropriate purchasing attorney.

1. A procurement necessary to preserve or protect the public health or safety of the municipality's residents;

Examples of activities that have been found to fall within this exception include ambulance services; solid waste collection and disposal; and first-responder safety equipment such as breathing apparatus for firefighters and bullet-proof vests for police officers.

2. A procurement necessary because of unforeseen damage to public machinery, equipment, or other property;

Examples of this type of procurement would include repairing or replacing roofs and windows damaged by hail or a tornado. But parts and services for routine maintenance or replacement of old, worn out roofs or windows would not meet this exception.

3. A procurement for personal, professional, or planning services;

Personal services are ones that are unique to the individual providing them. Therefore personal services contract cannot generally be subcontracted or assigned.

Professional services are not defined under Chapter 252, so there is no precise definition to follow. There is no universal definition of this term, however, "several cases suggest that it... is 'predominately mental or intellectual, rather than physical or manual.'" Tex. Atty Gen Op. JM-940 (1988) (*quoting Maryland Casualty Co. v. Cray Water Co.*, 160 S.W. 2d 102 (Tex. Civ. App.—Eastland 1942, no writ). The Texas Attorney General has also opined that "professional services" no longer includes only the services of lawyers, physicians, or theologians, but also those members of disciplines requiring special knowledge or attainment and a high order of learning, skill, and intelligence. *Id.*

Facts needed to support a professional service exemption include the specialized requirements of that profession and the mental and intellectual skill required by the person while performing the service. Purchases of goods are not professional services.

4. A procurement of items that are available from only one source.

This exemption is commonly referred to as the sole source exemption. In determining whether a purchase is of a good or service that is available from one source, you should not consider price or time to receive the good or service. A sole source does not exist solely on the basis of personal or departmental preference or a desire to keep all units the same brand or make. The information needed to support this exemption is that no other provider

can provide the service or category of good except for the vendor you are proposing. Some examples of sole source purchases include service agreements when only one vendor is authorized to work on the equipment by the manufacturer and allowing another vendor would void the warranty; purchase of a good that is copyrighted or trademarked and only provided by one vendor.