

# Mayor and Council Communication

**DATE:** 12/10/24

**M&C FILE NUMBER:** M&C 24-1059

**LOG NAME:** 13P AMEND ILA CSCO 62049 PRINTING & MAILING SERVICES MC CC

**SUBJECT**

(ALL) Authorize Execution of an Amendment to Agreement with Data Integrators, Inc. for Mailing and Printing Services to Increase the Annual Amount by \$300,000.00 for a New Aggregate Annual Amount Up to \$400,000.00 for the Code Compliance Department

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**RECOMMENDATION:**

It is recommended that City Council authorize an amendment to City Secretary Contract No. 62049 with Data Integrators, Inc. for mailing and printing services to increase the annual amount by \$300,000.00 for a new aggregate annual amount up to \$400,000.00 using an Interlocal Agreement for the Code Compliance Department.

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**DISCUSSION:**

On September 30, 2024, the City entered into an agreement for an annual amount of \$100,000.00 through an Interlocal Agreement with Data Integrators, Inc. for Printing and Mailing Services using Montgomery County, Maryland, Invitation for Bid (IFB) #1110468 (CSC No. 62049). To meet demand for these services, additional spending authority with Data Integrators, Inc. is needed. These services provide City residents with required notices and other important information. Staff requests that the City Council authorize an increase to the Agreement's spending authority by an additional \$300,000.00. The new total aggregated annual amount of the agreement will be up to \$400,000.00.

**FUNDING:** The maximum annual amount allowed under this agreement will be \$400,000.00; however, the actual amount used will be based on the need of the Department and available budget. Funding is budgeted in the General Operating & Maintenance category in the General Fund for the Code Compliance Department.

**AGREEMENT TERM:** The current agreement term is from September 30, 2024 to May 3, 2025, with no renewal options.

**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.

**COOPERATIVE PURCHASE:** State law provides that a local government purchasing an item under an Interlocal Purchasing Agreement satisfies state laws requiring that the local government seek competitive bids for the purchase of the item. IFB #1110468 was published by Montgomery County, MD on January 17, 2020, and submissions were opened on February 19, 2020; 83 vendors were invited and the agency received four (4) bid responses. Staff reviewed the pricing and determined it to be fair and reasonable.

**BUSINESS EQUITY:** A business equity goal is not assigned when purchasing from an approved purchasing cooperative or public entity.

The Cooperative Agreement serves ALL COUNCIL DISTRICTS.

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**FISCAL INFORMATION / CERTIFICATION:**

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

<b><u>Submitted for City Manager's Office by:</u></b>	Reginald Zeno	8517
	Valerie Washington	6192
<b><u>Originating Business Unit Head:</u></b>	Reginald Zeno	8517
	Brian Daugherty	6322
<b><u>Additional Information Contact:</u></b>	Jo Ann Gunn	8525
	Maria Canoura	2526