

# Mayor and Council Communication

DATE: 11/17/20

M&C FILE NUMBER: M&C 20-0843

LOG NAME: 13P20-0194 HALF TON TRUCK PMD LSJ

**SUBJECT**

(ALL) Authorize Execution of Non-Exclusive Purchase Agreements with Caldwell Country Chevrolet, LLC, Jacksboro FM, L.L.C. d/b/a Four Stars Ford, Grapevine DCJ, LLC and RRPFG, LP d/b/a Randall Reed's Prestige Ford for Half-Ton Pickup Trucks for a Combined Annual Amount Up to \$2,841,350.00, for the First Year with Five-Year Terms for the Property Management Department

**RECOMMENDATION:**

It is recommended that the City Council authorize execution of non-exclusive purchase agreements with Caldwell Country Chevrolet, LLC, Jacksboro FM, L.L.C. d/b/a Four Stars Ford, Grapevine DCJ, LLC and RRPFG, LP d/b/a Randall Reed's Prestige Ford for half-ton pickup trucks for a combined annual amount up to \$2,841,350.00, for the first year with five-year terms for the Property Management Department.

**DISCUSSION:**

The Property Management Department (PMD) approached the Purchasing Division for assistance with securing agreements for half-ton trucks that will be used by various departments for daily tasks. Purchasing staff issued an Invitation to Bid (ITB) that described function and capabilities required for the new units that will be purchased for various operations.

The bid was advertised in the *Fort Worth Star-Telegram* on August 5, 2020, August 12, 2020, August 19, 2020 and August 26, 2020. Sixteen vendors were solicited from the purchasing vendor database and six responses were received. One was deemed non-responsive since the required documentation was not included in the bid submittal and a second was deemed non-responsive because the Vendor's bid did not provide the equipment that is required for the vehicle to perform intended tasks which would require the City to absorb the cost to upfit the vehicles.

Staff certifies that the four (4) responsive bids received meet specifications. Staff recommends awarding non-exclusive purchase agreements to Caldwell Country Chevrolet for Chevrolet half ton trucks, LLC, Jacksboro FM, L.L.C. d/b/a Four Stars Ford for Ford half ton trucks, Grapevine DCJ, LLC for Ram half-ton trucks and RRPFG, LP d/b/a Randall Reed's Prestige Ford for Ford half-ton trucks based on low bids meeting all specifications. Awarding non-exclusive agreements ensures the ability to meet the City's need for specific vehicles. Orders under these non-exclusive agreements will be placed on an as-needed basis considering lowest price and availability.

PRICE ANALYSIS – The unit prices proposed by all vendors are not to be compared to previous purchases due to the change in specifications which allow for a broader span of vehicle configurations. No guarantee was made that a specific amount of trucks would be purchased. Purchasing staff reviewed the pricing and found pricing to be fair and reasonable and recommends awarding five-year agreements with no renewal options. Staff anticipates a 3.5% increase in contract pricing per year which is the average industry standard cost increase for vehicles.

YEAR 1	\$2,841,350.00
YEAR 2	\$2,940,797.25
YEAR 3	\$3,043,725.15
YEAR 4	\$3,150,255.53
YEAR 5	\$3,260,514.48

ADMINISTRATIVE CHANGE ORDER - An administrative change order or increase may be made by the City Manager in an amount up to \$50,000.00 and does not require specific City Council approval as long as sufficient funds have been appropriated.

M/WBE OFFICE - A waiver of the goal for MBE/SBE subcontracting requirements was requested by the Purchasing Division and approved by the M/WBE Office, in accordance with the BDE Ordinance, because the purchase of goods or services is from sources where subcontracting or supplier opportunities are negligible.

Upon City Council approval, the agreements shall begin upon execution of the agreements and will remain valid five years from that date.

**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 non-exclusive purchase

agreements. Prior to any expenditure being incurred, the participating departments have the responsibility to validate the availability of funds.

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