

City of Fort Worth, Texas

# Mayor and Council Communication

DATE: 11/30/21 M&C FILE NUMBER: M&C 21-0889

LOG NAME: 13P21-0199 LAB SUPPLIES PART 2 MGF

SUBJECT

(ALL) Authorize Execution of Agreement for Lab Supplies Part Two with Hach Company in an Annual Amount Up to \$200,000.00 for the Water Department and Authorize Four One-Year Renewal Options for the Same Annual Amount

RECOMMENDATION:

It is recommended that the City Council authorize agreement for lab supplies part two with Hach Company in an annual amount up to \$200,000.00 for the Water Department and authorize four one-year renewal options for the same annual amount.

DISCUSSION:

The Water Department approached the Purchasing Division to finalize an agreement for lab supplies part two. The goods will aid the Department in preserving and protecting the public health and/or safety of the City of Fort Worth's residents. The purpose of the items are to analyze various analytes in surface, ground, drinking, reclaim, storm water runoff, and wastewater. To procure these goods, staff issued an Invitation to Bid (ITB).

The ITB was advertised in the *Fort Worth Star-Telegram* on September 29, 2021, October 6, 2021, and October 13, 2021. The bid opened on October 14, 2021 and five bids were received. Bids were evaluated based on lowest responsible bid. Midland Scientific and Absolute Standards Inc. were considered non-responsive due to not providing pricing on the required Excel file "Attachment E-Pricing Sheet". WVR International LLC and Fox Scientifics Inc. were considered non-responsive due to not providing references per Part 1, Section 14.2.3, Page 7 of ITB21-0199. Staff certifies that Hach Company meets the requirements stated in the specifications. Products will be ordered based on price and availability. No guarantee was made that a specific amount of products would be purchased.

Renewal Terms: The Agreement may be renewed for four (4) one-year renewal options for the same annual amount. The renewals do not require specific City Council approval as long as sufficient funds have been appropriated.

Business Equity: A waiver of the goal for M/WBE subcontracting requirements is approved by the Office Business Diversity, in accordance with the BDE Ordinance, because the application of the purchase of good or services is from sources where subcontracting or supplier opportunities are negligible.

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.

FISCAL INFORMATION / CERTIFICATION:

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

<b>Submitted for City Manager's Office by:</b>	Jay Chapa	5804
	Dana Burghdoff	8018
<b>Originating Business Unit Head:</b>	Reginald Zeno	8517
	Christ Harder	5020
<b>Additional Information Contact:</b>	Cynthia Garcia	8525
	Megan Fowler	2057