



## Legislation Text

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**File #:** 22-2550, **Version:** 1

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**STRATEGIC PRIORITY:** Government Performance & Financial Management

**AGENDA DATE:** November 9, 2022

**COUNCIL DISTRICT(S):** All

**DEPARTMENT:** Office of Procurement Services

**EXECUTIVE:** Jack Ireland

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### **SUBJECT**

Authorize a two-year master agreement for the purchase of feminine hygiene products for the Period Access Dallas Program for the Office of Community Care - Happy Period, lowest responsible bidder of eight - Estimated amount of \$216,500 - Financing: Equity Fund

### **BACKGROUND**

This action does not encumber funds; the purpose of a master agreement is to establish firm pricing for goods, for a specific term, which are ordered on an as needed basis according to annual budgetary appropriations. The estimated amount is intended as guidance rather than a cap on spending under the agreement, so that actual need combined with the amount budgeted will determine the amount spent under this agreement.

This master agreement will provide for the purchase of feminine hygiene products for the Period Access Dallas Program. Period Access Dallas (PAD), is an equity initiative response to address period poverty. The program provides packages of menstruation management products (pads and tampons of varying sizes) as well as stock the restrooms with free products in public buildings. PAD is a multi-departmental partnership (City Manager's Office, Office of Community Care, Parks and Recreation, and Libraries) including strategic partnerships with community-based organizations for donations and distributions.

As part of the solicitation process and in an effort to increase competition, the Office of Procurement Services used its procurement system to send out email notifications to vendors registered under relevant commodity codes. To further increase competition, the Office of Procurement Services uses historical solicitation information, the Internet, and vendor contact information obtained from user departments to contact additional vendors.

**PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

City Council was briefed by memorandum regarding this matter on September 23, 2022. [https://dallascityhall.com/government/citymanager/Documents/FY%2021-22%20Memos/Additional-Racial-Equity-Plan-Investments\\_memo\\_092322.pdf](https://dallascityhall.com/government/citymanager/Documents/FY%2021-22%20Memos/Additional-Racial-Equity-Plan-Investments_memo_092322.pdf)

On September 28, 2022, City Council authorized [an ordinance amending Ordinance No. 32000, previously approved on September 22, 2021, as amended by Ordinance No. 32193, previously approved on May 11, 2022, authorizing certain transfers and appropriation adjustments for FY 2021-22 for various departments, activities, and projects; and authorize the City Manager to implement those adjustments](#) **an appropriation of \$500,000 for the Period Access Dallas initiative** by Resolution No. 22-1424.

The Workforce, Education and Equity Committee was briefed on the Period Access Dallas initiative on October 12, 2022.

**FISCAL INFORMATION**

Fund	FY 2023	FY 2024	Future Years
Equity Fund	\$216,500.00	\$0.00	\$0.00

**M/WBE INFORMATION**

In accordance with the City’s Business Inclusion and Development Policy adopted on September 23, 2020, by Resolution No. 20-1430, as amended, the M/WBE participation on this contract is as follows:

Contract Amount	Procurement Category	M/WBE Goal
\$216,500.00	Goods	32.00%
M/WBE Subcontracting %	M/WBE Overall %	M/WBE Overall Participation \$
0.00%	0.00%	0.00%
• M/WBE goal waived due to no M/WBE availability.		
• Happy Period - Non-local; Workforce - 0.00% Local		

**PROCUREMENT INFORMATION**

Method of Evaluation for Award Type:

Low Bid	• Recommended vendor is based on the lowest competitive quoted price, who is also technically and financially capable of performing and completing the contract, and otherwise meets all material specification requirements • Negotiations are not allowed
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The Office of Procurement Services received the following bids from solicitation number BI22-00020545. We opened them on October 14, 2022. We recommend the City Council award this master agreement in its entirety to the lowest responsive and responsible bidder.

\*Denotes successful bidder

<b><u>Bidder</u></b>	<b><u>Address</u></b>	<b><u>Amount</u></b>
*Happy Period	4911 Mountain View Dr. Palmdale, CA 93552	\$216,500
North American Import and Export Company, LLC	5402 Pioneer Park Blvd. Tampa, FL 33634	\$581,400
Agni Enterprises, LLC	7950 Northwest 155th St. Suite 103 Miami Lakes, FL 33016	\$1,341,100
Ink Systems, LLC	4605 North Capitol St. NE Washington, D.C. 20011	\$1,415,800
RocketDrop, LLC	215 South Broadway Unit 253 Salem, NH 03079	\$1,792,650
Nickes Medical Supply, LLC	2820 North Stanton St. El Paso, TX 79902	\$2,568,599
Pyramid School Products	6510 North 54th St. Tampa, FL 33610	Non-responsive
My Menstrual Cup, LLC	6237 Calmont Ave. Fort Worth, TX 76116	Non-responsive

**OWNER**

**Happy Period**

Chelsea VonChaz, Executive Director