



## Legislation Text

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**File #:** 23-2967, **Version:** 1

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

**AGENDA DATE:** December 13, 2023

**COUNCIL DISTRICT(S):** All

**DEPARTMENT:** Office of Procurement Services

**EXECUTIVE:** Jack Ireland

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### **SUBJECT**

Authorize a five-year service price agreement for the purchase of automotive glass and services to replace various automotive glass and window tinting for city vehicles for citywide use - Terrick Prince dba Abstract Auto Glass, only bidder - Estimated amount of \$568,764.50 - Financing: General Fund (\$116,012.50), Equipment and Fleet Management Fund (\$432,339.50), Confiscated Monies - State Fund (\$3,412.50), and Sanitation Operation Fund (\$17,000.00) (subject to annual appropriations)

### **BACKGROUND**

This action does not encumber funds; the purpose of a service price agreement is to establish firm pricing for services, 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. We anticipate the following City departments will use this agreement:

- Department of Equipment and Fleet Management
- Department of Sanitation Services
- Fire-Rescue Department
- Police Department

This service price agreement will provide for purchase of automotive glass and services to replace various automotive glass and window tinting for city vehicles and equipment. This service contract will provide on-site automotive glass replacement, repair, and window tinting services for all City owned vehicles. This agreement will also provide the ability for the City to reuse salvaged windshields on alternate City owned vehicles, when approved by the City. The City owns a fleet of approximately 5,500 vehicles such as:

- Aerial ladder trucks
- Agriculture equipment
- Backhoes
- Dozers
- Fire Engines
- Light-Duty, Medium-Duty, and Heavy-Duty Trucks
- Refuse Trucks
- Rescue Units
- Sedans
- Squad Cars

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.

On November 10, 2015, the City Council authorized a living wage policy that requires contractors to pay their employees a “living wage” rate as established annually by the Massachusetts Institute of Technology Living Wage Calculator for Dallas County by Resolution No. 15-2141. The calculated living wage during the solicitation process of this contract is \$17.82; the selected vendor meets this requirement.

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

On May 23, 2018, the City Council authorized a three-year service contract for on-site automotive glass replacement, repair, and window tinting services with Safelite Fulfillment, Inc, Terrick Prince dba Abstract Auto Glass, and Binswanger Glass Co. by Resolution No. 18-0755.

**FISCAL INFORMATION**

Fund	FY2024	FY2025	Future Years
General Fund	\$ 21,669.98	\$ 23,202.50	\$ 71,140.02
Equipment and Fleet Management Fund	\$ 86,467.90	\$ 86,467.90	\$259,403.70
Confiscated Monies- State Fund	\$ 512.22	\$ 682.50	\$ 2,217.78
Sanitation Operation Fund	\$ 10,000.00	\$ 7,000.00	\$ 0.00
Total	\$118,650.10	\$117,352.90	\$332,761.50

**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:

<b>Contract Amount</b>	<b>Procurement Category</b>	<b>M/WBE Goal</b>
\$568,764.50	Other Services	N/A
<b>M/WBE Subcontracting %</b>	<b>M/WBE Overall %</b>	<b>M/WBE Overall Participation \$</b>
N/A	N/A	N/A
<ul style="list-style-type: none"> <li>• The Request for Bid method of procurement resulted in the lowest responsive bidders being selected.</li> </ul>		
<ul style="list-style-type: none"> <li>• Terrick Prince dba Abstract Auto Glass - Non-local; Workforce - 0.00% Local</li> </ul>		

**PROCUREMENT INFORMATION**

Method of Evaluation of for Award Type:

Low Bid	<ul style="list-style-type: none"> <li>• 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</li> <li>• Negotiations are not allowed</li> </ul>
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The Office of Procurement Services received the following bid from solicitation number BG23-00021810. We opened it on April 21, 2023. We recommend the City Council award this service price agreement in its entirety to the only bidder.

<b><u>Bidders</u></b>	<b><u>Address</u></b>	<b><u>Amount</u></b>
Terrick Prince dba Abstract Auto Glass	5125 Mosson Road Fort Worth, TX 76119	\$568,764.50

Note: The Office of Procurement Services conducted a single bid review and found no exceptions.

**OWNER**

**Terrick Prince dba Abstract Auto Glass**

Terrick Payne, Owner