



Legislation Text

File #: 20-798, Version: 1

STRATEGIC PRIORITY: Government Performance and Financial Management

AGENDA DATE: May 13, 2020

COUNCIL DISTRICT(S): All

DEPARTMENT: Office of Procurement Services

EXECUTIVE: Elizabeth Reich

SUBJECT

Authorize **(1)** a one-year master agreement for personal protective equipment in response to COVID-19 with Vira Insight LLC in an estimated amount of \$1,872,000 and Karla Alvarado dba Decoraciones Maldonado in an estimated amount of \$40,000; and **(2)** a resolution ratifying the City Manager's emergency purchase of personal protective equipment in response to COVID-19 with Office Depot in the amount of \$679,500, Vira Insight LLC in the amount of \$663,000, Karla Alvarado dba Decoraciones Maldonado in the amount of \$20,000, 3South, LLC in the amount of \$179,100, Don Morphy in the amount of \$178,180, and Restaurant Equipment Parts Supply in the amount of \$37,800 - Total estimated amount of \$3,669,580 - Financing: Express Business Center Fund

BACKGROUND

This action does not encumber funds; the purpose of a master 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 item allows for the emergency ratification for the purchase of personal protective equipment in response to COVID-19. Personal protective equipment is a main source of protection for emergency responders and public facing City staff. Measures for protecting City staff from exposure to, and infection with, COVID-19 depend on the type of work being performed and exposure risk, including potential for interaction with infectious people and contamination of the work environment. The City is adapting infection control strategies through administrative controls, safe work practices, and the purchase of personal protective equipment to decrease the risk of City staff exposures.

This service was procured utilizing emergency procurement guidelines which allow for the procurement of goods and services where routine bidding requirements cannot be followed. Emergency procurements are exempt from competitive bidding under the City Charter and State Law.

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

This item has no prior action.

FISCAL INFORMATION

Fund	FY 2020	FY 2021	Future Years
Express Business Center Fund	\$2,537,580.00	\$1,132,000.00	\$0.00

M/WBE INFORMATION

In accordance with the City's Business Inclusion and Development Plan adopted on October 22, 2008, by Resolution No. 08-2826, as amended, the M/WBE participation on this contract is as follows:

Contract Amount	Category	M/WBE Goal	M/WBE %	M/WBE \$
\$3,669,580.00	Emergency Ratification	N/A	N/A	N/A
• The Business Inclusion and Development Plan does not apply to Emergency Ratifications				

PROCUREMENT INFORMATION

Method of Evaluation for Award Type:

Emergency Procurement	<ul style="list-style-type: none">• Procurement utilizing emergency procurement guidelines• Where routine bidding requirements cannot be followed• Emergency procurements are exempt from competitive bidding under the City Charter and State Law
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OWNERS

Office Depot

6600 North Military Tr.
Boca Raton, FL 33496

Robert C. Smith, President
Steve Calkins, Vice President

Vira Insight LLC

120 Dividend Dr., Suite 100
Coppell, TX 75019

Jeff Jones, Chief Executive Officer

Karla Alvarado dba Decoraciones Maldonado

2601 Perth St.
Dallas, TX 75220

Karla Alvarado, Owner

3South, LLC

3175 Conway Dr.
Baton Rouge, LA 70809

Charlotte Johnston, Owner

Don Morphy

1500 Hi Line Dr.
Dallas, TX 75207

Daniel Mofor, Chief Executive Officer

Restaurant Equipment Parts Supply

587 North Main St.
Glen Ellyn, IL 60137

Joe Wagner, Owner