



Legislation Text

File #: 20-1323, **Version:** 1

STRATEGIC PRIORITY: Government Performance and Financial Management
AGENDA DATE: October 13, 2020
COUNCIL DISTRICT(S): All
DEPARTMENT: Office of Procurement Services
EXECUTIVE: Elizabeth Reich

SUBJECT

Authorize a three-year master agreement for baled hay for the Police Department - Triple H Farms, only bidder - Estimated amount of \$136,842.90 - Financing: General 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 Coastal Bermuda hay and Alfalfa Two String hay for Police horses. The Police Mounted Squad currently stables 14 horses at Fair Park. These are working horses used for crowd control and to provide a high-profile presence in neighborhoods, downtown, and in shopping center parking lots. These horses are stabled and do not have access to pastures for grazing; the horses must be fed hay daily to provide a good nutritious diet and promote good health and vigor. The department will use over 5,600 bales of hay for feed in a three-year period.

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. Additionally, in an effort to secure more competition, The Office of Economic Development Business Workforce and Inclusion Division sent notifications to chambers of commerce and advocacy groups to ensure maximum vendor outreach.

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

On September 14, 2016, City Council authorized a three-year master agreement for coastal Bermuda hay with Triple H Farms by Resolution No. 16-1430.

FISCAL INFORMATION

Fund	FY 2020	FY 2021	Future Years
General Fund	\$7,602.38	\$45,614.30	\$83,626.22

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	Category	M/WBE Goal	M/WBE %	M/WBE \$
\$136,842.90	Goods	18.00%	0.00%	\$0.00
• This contract does not meet the M/WBE goal, but complies with good faith efforts.				
• Triple H Farms - Non-Local; Workforce - 0.00% Local				

PROCUREMENT INFORMATION

Method of Evaluation for Award Type:

Low Bid	<ul style="list-style-type: none">• 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 bid from solicitation number BY20-00012994. We opened it on May 1, 2020. We recommend the City Council award this master agreement in its entirety to the only bidder.

<u>Bidder</u>	<u>Address</u>	<u>Amount</u>
Triple H Farms	7424 FM 2446 Franklin, TX 77856	\$136,842.90

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

OWNER

Triple H Farms

Ervin Ray Homann, Owner