



Staff Report

Annual Requirements Contract for Glass Replacement, Project 23-0196

City Council Meeting Date: 10-10-2023

Action Being Considered: Minute Order

RECOMMENDATION

Authorize the City Manager or his designee to execute an annual requirements contract for glass replacement with 360TXC, LLC, of Austin, Texas, in the estimated amount of \$55,000. 360TXC, LLC is a MWBE Firm.

PRIOR BOARD OR COUNCIL ACTION

None.

ANALYSIS

The annual requirements contract is for glass replacement for City owned buildings for as needed maintenance and repair. Most of the repairs will be emergency fixes which will require an immediate response. The contract will include all labor, equipment, licensing, materials, and travel necessary to complete orders and based off an hourly rate. This contract will also include maintenance and repair of any new glass.

Due to the increase of unexpected repairs of glass replacement of City owned buildings the Office of Procurement and the Asset Management Department increased the contract amount by \$32,000. Within the past fiscal year, additional repairs to the City Tower, Levitt Hospitality Center, and the George W. Hawkes Downtown Library exceeded the \$50,000 threshold.

Bid Closed:	August 03, 2023 at 2:00 p.m.
Vendors Notified Through IonWave:	536
MWBE Vendors Notified Through IonWave:	158
Vendors Who Viewed Bid:	9
MWBE Vendors Who Viewed Bid:	4
Vendors Responding to Bid Request:	3
MWBE Vendors Responding to Bid Request:	1
Original Contract Term:	One-Year term, and two, One-Year Renewals
Current Term:	Initial Term: November 1, 2023– October 31, 2024
MWBE:	Yes - BL
Procurement Method:	Lowest Responsive, Responsible Bid

VENDOR	MWBE	TOTAL
360TXC, LLC	Yes; BL	\$23,000
Renfro Glass Inc.	No	Non-Responsive
Glass Doctor of North Texas (Peruna Glass)	No	\$36,000

* Total contract is based off expenditures from the previous contract term and allocated budgeted amount for new fiscal year.

Name of Prime Vendor	360TXC, LLC
Total Contract Value	\$55,000
Prime Vendor's M/WBE Status	BL
Dollar Amount of Prime Vendor's Self-Performance	\$55,000

Percentage Amount of Prime Vendor's Self-Performance	100%
Total MWBE Participation	\$55,000 (100%)

Office of Business Diversity recommended a 9.36% contract specific MWBE goal for this solicitation. 360TXC, LLC, will be exceeding the goal as a MWBE Prime and self-performing the scope of the services.

FINANCIAL IMPACT

360TXC, LLC returned the lowest responsive responsible bid for glass replacement the estimated in amount of \$55,000. The Asset Management Department and the Office of Procurement agree the vendor meets the bid specification requirements. The projected financial impact for this contract term is as follows:

FY 2024
\$50,413

FY 2025
\$4,587

FY 2026
\$0

Funds are budgeted in Facility Repair/Renovation Account No. CC370105 – SC0583 and subject to FY2025 budget approval.

ADDITIONAL INFORMATION

Attached:	None
Under Separate Cover:	None
Available in the Purchasing Division:	Bid File
Form 1295:	Requested
MWBE:	Yes - BL

STAFF CONTACT(S)

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