

CITY COUNCIL MEMORANDUM

FROM: The Office of the City Manager **DATE:** September 28, 2020

SUBJECT: Consider awarding RFP 20-026, a one-year contract with four additional one-year renewal options, to Casco Industries Inc., for the purchase of firefighting clothes/bunker gear in an annual amount not to exceed \$60,285.

PRESENTER: Kenneth Rawson, Assistant Fire Chief

SUMMARY:

The City Council is being asked to award RFP 20-026, a one-year contract with four additional one-year renewal options, to Casco Industries Inc., for the purchase of firefighting clothes/bunker gear in an annual amount not to exceed \$60,285.

GENERAL DESCRIPTION:

The Fire Department utilizes a City of North Richland Hills purchasing agreement to purchase firefighting clothes/bunker gear (PPE). PPE is used to protect firefighters during structural firefighting, as well as additional hazardous exposures while responding to medical calls or other calls for service. The current purchasing agreement expired on September 10, 2020. Specifications were developed and a Request for Proposal (RFP) was conducted to identify a vendor for a new purchasing agreement. We received one bid from Casco Industries Inc. We extended the deadline for an additional week to submit bids. At the conclusion of the additional week, we did not receive any additional bids. The proposal submitted by Casco Industries Inc. meets the city's specifications for the equipment as well as for delivery time. The purchase of the PPE is within the currently adopted budget.

This contract will be awarded for a one-year term with four additional one-year options to renew. Staff anticipates spending \$60,285 annually for each renewal term. Funds for year-one of the contract are included in the FY 20-21 Adopted Budget. Payments for utilization of this multi-year contract may be authorized annually during the budget process for the corresponding renewal terms provided that funds have been budgeted for each remaining year of the contract, and the terms and conditions of the agreement have not changed. Those payments will not require additional City Council approval.

RECOMMENDATION:

Award RFP 20-026, a one-year contract with four additional one-year renewal options, to Casco Industries Inc., for the purchase of firefighting clothes/bunker gear in an annual amount not to exceed \$60,285.