

June 14, 2011

To the Mayor and Members of the City Council

Page 1 of 1

**SUBJECT: ANNUAL PURCHASE AGREEMENTS EXPIRATIONS AND RENEWALS--- FOURTH QUARTER FY 2010-2011**

This Informal Report addresses annual purchase agreements which are scheduled to expire during the fourth quarter of FY 2010-2011 with options to extend by renewal. The Purchasing Division surveys the City departments and the vendors to determine the agreements which are eligible for extension and should be extended and renewed.

If sufficient funds have been appropriated by the City Council, a renewal may be accomplished by a written notice to the vendor within 60 days of the expiration date. As provided in the M&Cs awarding the agreements valued over \$50,000, "[renewal of these agreements] does not require specific City Council approval[.]"

The following internet link provides the list of agreements which have been deemed to be eligible for extension by the departments due to satisfactory performance based on the survey by the Purchasing Division. The list may be viewed at:

[http://www.fortworthgov.org/uploadedFiles/Finance/Purchasing/1107-09\\_quarterlyReport.pdf](http://www.fortworthgov.org/uploadedFiles/Finance/Purchasing/1107-09_quarterlyReport.pdf)

This link is provided in order to save paper and photocopying costs.

Should you have any questions regarding this information, please contact Jack Dale, Purchasing Manager, at (817) 392-8357 or Lena Ellis, Director/CFO, at (817) 392-8517.

  
for **Tom Higgins**  
**Interim City Manager**