

**CITY OF EL PASO, TEXAS
AGENDA ITEM
DEPARTMENT HEAD'S SUMMARY FORM**

DEPARTMENT: Streets and Maintenance

AGENDA DATE: January 10, 2017

CONTACT PERSON/PHONE: Ted Marquez, Streets and Maintenance Director (915) 212-7015
Bruce D. Collins, Purchasing Director, (915) 212-1181

DISTRICT(S) AFFECTED: ALL

STRATEGIC GOAL: 6) Set the Standard for Sound Governance and Fiscal Management

SUBJECT:

The Streets and Maintenance Department requests the approval of Truck Enterprises, Inc. as a sole source vendor for the purchase of AutoCar Proprietary Parts and Service. The estimated award is for \$500,000.00 for a three-year term.

BACKGROUND / DISCUSSION:

The City's current fleet has almost doubled in size since the last award of this contract in 2014. There are currently 99 trucks (used mostly for refuse collection throughout the City) that have an AutoCar manufactured chassis. This number is expected to grow as older trucks are replaced or by additions to the fleet. The approval of this contract will allow for the continual upkeep, maintenance and reliability of these vehicles. Local business is being supported.

SELECTION SUMMARY:

N/A

PROTEST

☒ No protest received for this requirement.

COUNCIL REPRESENTATIVE BRIEFING:

Was a briefing provided? ☐ Yes or ☒ Not Applicable (Routine)
If yes, select the applicable districts.

- ☐ District 1
- ☐ District 2
- ☐ District 3
- ☐ District 4
- ☐ District 5
- ☐ District 6
- ☐ District 7
- ☐ District 8
- ☐ All Districts

PRIOR COUNCIL ACTION:

Yes. Council previously approved contract 2014-209 on February 25, 2014, Item 5.5.

AMOUNT AND SOURCE OF FUNDING:

Department: Streets and Maintenance
Amount: \$500,000.00
Funds Available: Dept: 532 Div: 37020 Acct: 531210 Fund: 3600 Program Code: P3711
Dept: 532 Div: 37020 Acct: 531250 Fund: 3600 Program Code: P3701
Funds Source: Internal Service Fund
Inventory Purchases Materials and Supplies
Equipment Outside Repair Services

BOARD / COMMISSION ACTION:

N/A

*****REQUIRED AUTHORIZATION*****

DEPARTMENT HEAD:


Ted Marquez, Streets and Maintenance Director

**COUNCIL PROJECT FORM
(SOLE SOURCE)**

*******POSTING LANGUAGE BELOW*******

Please place the following item on the **REGULAR** agenda for the Council Meeting of **JANUARY 10, 2017**.

STRATEGIC GOAL: NO. 6 Set the Standard for Sound Governance and Fiscal Management

Discussion and action on the request that the Director of the Purchasing & Strategic Sourcing Department be authorized to issue Purchase Orders to Truck Enterprises, Inc. the sole source vendor for the purchase of AutoCar Proprietary Parts and Service, with the stipulation that the vendor provides an updated sole source letter and affidavit each year.

Department:	Streets & Maintenance
Award to:	Truck Enterprises, Inc. El Paso, TX
Annual Estimated Amount:	\$166,666.66
Total Estimated Award:	\$500,000.00 (3 years)
Account No.:	532-37020-531210-3600-P3711 532-37020-531250-3600-P3701
Funding Source:	Internal Service Fund Inventory Purchases Materials and Supplies Equipment Outside Repair Services
District(s):	All
Sole Source No.:	2017-613

This is a sole source, service contract.

*******ADDITIONAL INFO BELOW*******

DATE: 12/14/2016



December 20, 2016

Deniese Baisley

Dear Deniese,

The purpose of this letter is to assure those it may concern that Truck Enterprises of El Paso is the exclusive and only provider of Autocar service parts in the El Paso, Texas marketplace.

If there are any questions concerning this statement regarding Autocar service parts availability in El Paso, please have those parties with questions contact me directly.

Best regards,

Bill House

Director of Dealer Sales

Autocar LLC, (GVW Parts)



PURCHASING & STRATEGIC SOURCING DEPARTMENT

SOLE SOURCE AFFIDAVIT

THIS IS AN OFFICIAL PURCHASING DOCUMENT-RETAIN WITH PURCHASE ORDER FILE

Before me, the undersigned official, on this day, personally appeared a person known to me to be the person whose signature appears below, whom after being duly sworn upon his/her oath deposed and said:

1. My name is Jeremy Leitzen. I am over the age of 18, have never been of a convicted crime and am competent to make this affidavit.
2. I am an authorized representative of the following company or firm: Autocar Parts LLC
3. The above named company or firm is the sole source for the following item(s), product(s) or service(s):
Truck Enterprises of El Paso, Inc., an authorized parts-and-service dealer, is the exclusive and sole source of Autocar service parts in El Paso, Texas.
4. Competition in providing the above named item(s) product(s), service(s) is precluded by the existence of a patent, copyright, secret process or monopoly as stated under Section 252.022, Subchapter A of the Local Governmental Code 7A or as provided for under 7B-F of the same section. Also, attached hereto is a sole source letter, which sets forth the reasons why this Vendor is a sole source provider (dated and signed).
5. There is/are no other like item(s) or product(s) available for purchase that would serve the same purpose or function.
6. **Note: This Vendor understands that by providing false information on this Sole Source Affidavit, it may be considered a non-responsible Vendor on this and future purchases and may result in discontinuation of any/all business with the City of El Paso.**

Signature

SUBSCRIBED AND SWORN to before me on this 20th day of DECEMBER 2016



NOTARY PUBLIC

PRINTED NAME

MY COMMISSION EXPIRES

COMPANY NAME: Autocar Parts LLC
ADDRESS, CITY, STATE & ZIP CODE: 551 S Washington St Hagerstown, IN 47346
PHONE: 866-878-5980 FAX NUMBER: 630-653-7457
CONTACT NAME AND TITLE: Bill House Director of Sales
WEB ADDRESS: _____ EMAIL: _____
FEDERAL TAX ID NUMBER: 27-4453815 TEXAS SALES TAX NUMBER: _____



Streets and Maintenance Department

Autocar Parts and Service Sole Source

Autocar Parts and Service Sole Source Contract

January 10, 2017



Streets and Maintenance Department

Autocar Parts and Service Sole Source

Strategic Plan Goal:

6) Set the Standard for Sound Governance and Fiscal Management

6.12 – Maintain city fleet to ensure safe and reliable vehicles and equipment.



Streets and Maintenance Department

Autocar Parts and Service Sole Source

Purpose of Contract

There are currently 99 trucks (used mostly for refuse collection throughout the City) that have an AutoCar manufactured chassis. This number is expected to grow as older trucks are replaced or by additions to the fleet. The approval of this contract will allow for the continual upkeep, maintenance and reliability of these vehicles. Local business is being supported.



Streets and Maintenance Department

Autocar Parts and Service Sole Source



"Delivering Outstanding Services"



Streets and Maintenance Department

Autocar Parts and Service Sole Source

Autocar Parts and Service Sole Source

Contractor	Truck Enterprises
Item(s)	Parts and Service
Initial Term	3 Years - \$500,000
Option	None
Estimated Award	\$500,000.00
Funding Source	Internal Service Fund: Inventory Purchases Materials and Supplies Internal Service Fund: Equipment Outside Repairs
Account No.	532-37020-531210-3600-P3711 532-37020-531250-3600-P3701

**This is a Sole Source.*



Streets and Maintenance Department

Autocar Parts and Service Sole Source

Questions & Comments