

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

DEPARTMENT: ENGINEERING & CONSTRUCTION MANAGEMENT
AGENDA DATE: MARCH 4, 2014
CONTACT PERSON/PHONE: BRUCE D. COLLINS, PURCHASING DIRECTOR, 212-1181
ALAN SHUBERT, CITY ENGINEER, 212-1874
BILL STUDER, DEPUTY CITY MANAGER, 212-1876
DISTRICT (S) AFFECTED: 8

SUBJECT:

APPROVE a resolution / ordinance / lease to do what? OR AUTHORIZE the City Manager to do what? Be descriptive of what we want Council to approve. Include \$ amount if applicable.

Request that the Purchasing Director, Purchasing & Strategic Sourcing Department, be authorized to issue a Purchase Order to 4 Topps, LLC, for various seating sets and swivel seats for the El Paso Ballpark in the amount of \$111,400.00.

BACKGROUND / DISCUSSION:

Discussion of the what, why, where, when, and how to enable Council to have reasonably complete description of the contemplated action. This should include attachment of bid tabulation, or ordinance or resolution if appropriate. What are the benefits to the City of this action? What are the citizen concerns?

Approval is requested per the Sports and Community Venues statute (*Title 10. Parks and other recreational and cultural resources Subtitle C. Parks and other resources provisions applying to more than one type of local government Chapter 334 Sports and Community Venues of the Local Government Code*).

SELECTION SUMMARY:

A quotation was solicited from 4 Topps, LLC for miscellaneous seating sets and swivel seats needed in various areas of the El Paso Ballpark.

PRIOR COUNCIL ACTION:

Has the Council previously considered this item or a closely related one?

This will be funded from the Ballpark Budget as previously approved by Council. This will not require any additional funding from the City of El Paso.

AMOUNT AND SOURCE OF FUNDING:

How will this item be funded? Has the item been budgeted? If so, identify funding source by account numbers and description of account. Does it require a budget transfer?

This will be funded from the Ballpark Budget and will not require any additional funding.
The Account number is #190-99998-580090-4735-PCP13STADIUM1.

BOARD / COMMISSION ACTION:

Enter appropriate comments or N/A

N/A

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

DEPARTMENT HEAD: _____

Name

Signature

Date



MEMORANDUM

CONFIDENTIAL ATTORNEY-CLIENT AND/OR
ATTORNEY WORK PRODUCT COMMUNICATION

NOT INTENDED FOR PUBLIC DISSEMINATION

TO: Mayor & Council

CC: City Manager
R. Alan Shubert

FROM: Cynthia Osborn
Assistant City Attorney

SUBJECT: Additional Back-up for Agenda items 4.1-4.6

DATE: February 27, 2014

Items 4.1 through 4.6 on the March 4, 2014 agenda are purchase orders for Furniture, Fixtures and Equipment (FF&E) for the El Paso Ballpark. By City Policy all purchase orders over \$50,000 must be approved by City Council.

The Ballpark project is at a critical juncture and you will be seeing these purchase orders in the coming weeks. Any delay in approving the purchase orders may result in delay in the completion of the project. Staff is prepared to answer any questions you may have in advance of the meeting in order to avoid any delays in approval.

You may notice that two of the purchase orders are based on quotes, and three are based upon informal bids. The final purchase order is from a cooperative. Please recall the Ballpark is a "Venue Project" and pursuant to Local Government Code Section 334.041(e), venue projects are exempt from competitive bidding laws. The procurement of FF&E therefore, does not need to be competitively bid.

Included within the \$64 million dollar budget previously approved by City Council is the sum of \$1,972,530.00 for FF&E. There are sufficient funds to

Mayor
Oscar Leeser

City Council

District 1
Ann Morgan Lilly

District 2
Larry Romero

District 3
Emma Acosta

District 4
Carl L. Robinson

District 5
Dr. Michiel R. Noe

District 6
Eddie Holguin Jr.

District 7
Lilia B. Limon

District 8
Cortney Carlisle Niland

City Manager
Joyce A. Wilson

OFFICE OF THE CITY ATTORNEY

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PL # 263431 v.2



cover the six purchase orders you are being asked to approve. The total amount of the six purchase orders is \$994,612.93.

It is anticipated that there will be other similar purchase orders in the coming weeks that will require City Council approval. If, at any time, the total amount of all purchase orders exceeds the \$64 million dollar Ballpark budget, the amount in excess of \$64 million will be paid by Mountain Star Sports Group, LLC. You will not be asked to approve a purchase order unless the City Manager has affirmed there are available funds in the Project Budget approved by Council or Mountain Star has made funds available.

Please do not hesitate to contact me if you have further questions.

PROJECT FORM

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

Please place the following item on the CONSENT agenda for the Council Meeting of March 4, 2014.

Request that the Director of the Purchasing & Strategic Sourcing Department, be authorized to issue a Purchase Order(s) to 4 Topps, LLC for the purchase of various seating sets and swivel seats for the El Paso Ballpark in the estimated award of \$111,400.00.

Department:	Engineering & Construction Management
Award to:	4 Topps, LLC
	Winston-Salem, NC
Total Estimated Award:	\$111,400.00
Funding Source:	El Paso Ballpark
Account No.:	190-99998-580090-4735-PCP13STADIUM1
District(s):	8
Reference No.:	2014-248

This is a Venue Project exempt from the competitive bidding laws.

The Purchasing & Strategic Sourcing Department and Engineering & Construction Management recommend award as indicated to 4 Topps, LLC based on a quotation.

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