

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

DEPARTMENT: Health

AGENDA DATE: April 8, 2014

CONTACT PERSON/PHONE: BRUCE D. COLLINS, PURCHASING MANAGER, 212-1189
MARY ANN GALLEGOS, ADMINISTRATIVE SERVICES MANAGER,
HEALTH 771-5707

DISTRICT (S) AFFECTED: ALL

SUBJECT:

Reject (2) two bids for Solicitation No. 2014-0187 Laboratory Supplies-Health.

BACKGROUND / DISCUSSION:

Request rejection of sole bid received for Solicitation No. 2014-187 Laboratory Supplies-Health.
Defined specifications within bid packages did not meet all departmental requirements indicative
of a successful contract.

PRIOR COUNCIL ACTION:

Awarded contract 2011-049 Laboratory Supplies.

AMOUNT AND SOURCE OF FUNDING:

N/A

BOARD / COMMISSION ACTION:

N/A

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

DEPARTMENT HEAD:

Name

Signature

Date

**COUNCIL PROJECT FORM
REJECTION OF BIDS**

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

Please place the following item on the **CONSENT** agenda for the Council Meeting of **April 8, 2014**.

Request rejection of all bids received for Solicitation No. 2014-187, (Laboratory Supplies-Health) as recommended by the Purchasing & Strategic Sourcing Department and the Health Department.

Department: Health

Districts(s): All

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

**City Council Meeting/
Mass Transit Board Checklist**

Purchasing Agent / Procurement Analyst: DIANE CUNNEZ

Solicitation Name: 2014-187 Laboratory Supplies

Solicitation # 2014-187 Council Date: 4/8/14

Solicitation Opens: _____ Contract Expiration Date: _____

Solicitation Offer(s) Expires: _____ Supervisor's Signature: _____

Rejection of Bid Proposal

1st packet (Council and agenda posting):

- ☒ Dept DHS Form
- ☒ Project Form**

2nd packet:

- ☒ Notification Letters to Vendors
- ☒ Executive Summary

****Project Form - Total Estimated Amount (TEA):**

If TEA is over \$500,000 item goes under Regular Agenda

If TEA is under \$500,000 item goes under Consent Agenda

For a Sole Source Purchase, item goes under Regular Agenda

Other items

For the rare instances that require Council approval but are not any of the types of procurements listed in the checklist (such as getting pre-approval for a larger-than-normal series of purchases on a single cooperative agreement) the analyst should use the 'Award of Formal Solicitation' checklist to determine what needs to be included in the respective packets.

Council and Agenda Posting Packets:

Once the analyst knows which bidder the department is recommending for award (detailed in the DHS Form) two packets of information need to be collected. The first packet should consist of the material meant to be posted on the official Council agenda; the second packet should contain the contract back-up material detailing that Purchasing's due diligence has been performed. Paper clip packets individually and submit them as one to the Purchasing Manager's assistant.

NOTE: In addition to submitting the hardcopy packets, the Project Form (Word version) needs to be emailed to the Senior Office Assistant.