

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

DEPARTMENT: Streets and Maintenance

AGENDA DATE: June 13, 2017

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

DISTRICT(S) AFFECTED: All

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

SUBJECT:

Request that the Director of Purchasing & Strategic Sourcing be authorized to issue a Purchase Order to Casa Ford Inc. referencing contract 2013-198 Ford Proprietary Parts and Service. This will be a change order to increase the award by \$575,000.00, resulting in a revised, not to exceed, total estimated contract award of \$2,875,000.00.

BACKGROUND / DISCUSSION:

This contract does not expire until 07/08/2018, but it has met the maximum amount for expenditures. A new contract was advertised, but was taken to Council on 05/16/2017 for rejection as all bids submitted were incomplete. Another contract is being advertised with an anticipated award date in late July; this change order will allow the department to continue purchasing parts and services for the City of El Paso's 1,337 Ford vehicles until the new contract is awarded.

SELECTION SUMMARY:

N/A

PROTEST

No protest received for this requirement.

Protest received.

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:

This contract was originally approved by Council on July 9, 2013 and the 2-year option to extend was approved by Council on February 9, 2016.

AMOUNT AND SOURCE OF FUNDING:

Department:	Streets and Maintenance Department
Revised Estimated Amount:	\$575,000.00
Revised Total Estimated Award:	\$2,875,000.00 (5 Years)
Funds Available:	Dept: 532 Div: 37020 Acct: 531210 Fund: 3600 Program Code: P3711 Dept: 532 Div: 37020 Acct: 531250 Fund: 3600 Program Code: P3702
Funds Source:	Internal Service Fund – Inventory Purchases Internal Service Fund – Equipment Outside Repair Services

BOARD / COMMISSION ACTION:

N/A

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

DEPARTMENT HEAD:



Ted Marquez, Streets and Maintenance Department Director

**COUNCIL PROJECT FORM
(CONTRACT MODIFICATION – INCREASE/DECREASE PO)**

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

Please place the following item on the **REGULAR** agenda (under **PURCHASING REQUESTS, ETC.**) for the Council Meeting of **JUNE 13, 2017**.

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

Discussion and action that the Director of Purchasing & Strategic Sourcing be authorized to issue a Purchase Order to Casa Ford Inc. referencing contract 2013-198 Ford Proprietary Parts and Service. This will be a change order to increase the award by \$575,000.00, resulting in a revised, not to exceed, total estimated contract award of \$2,875,000.00.

Department:	Streets and Maintenance
Award to:	Casa Ford Inc. El Paso, TX
Revised Estimated Amount:	\$575,000.00
Revised Total Estimated Award:	\$2,875,000.00 (5 years)
Account No.:	532 – 37020 - 531210 – 3600 – P3711 532 – 37020 – 531250 – 3600 – P3702
Funding Source:	Internal Service Fund – Inventory Purchases Internal Service Fund – Equipment Outside Repair Services
District(s):	All

This is a change order for a price catalog contract.

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

CONTRACT MODIFICATION/CHANGE ORDER REQUEST REVIEW and APPROVAL FORM					Team Leader	
					Project Manager	
Contract Information					Budget Information	
1. Contract Number	2013-198				1. GL Account Number	532-37020-531210-3600-P3711 (Parts) 532-37020-531250-3600-P3702 (Service)
2. Contractor	Casa Ford				2. GL Account Balance	\$ 607,294.66 \$ 59,149.90
3. Contract Name	Ford Proprietary Parts and Service				3. CM/CO Amount	\$ 517,500.00 \$ 57,500.00
4. Original Contract Price	\$2,300,000				4. Revised Account Balance	\$ 89,794.66 \$ 1,649.90
					5. Budget Analyst	<i>[Signature]</i> 5/30/17 Signature Date
Contract Modification/Change Order History					Time Extension Required	
No.	CM/CO Amount	CM/CO Cumm. Amount	CM/CO%	CM/CO Cumm. %	A. Is time extension requested? <u>No</u>	
1	\$ 575,000.00	\$ 575,000.00	25%	25%	B. If yes, how much time? _____	
2	\$ -	\$ -			C. Is time request warranted? <u>No</u>	
3	\$ -	\$ -			Tracking Information	
4	\$ -	\$ -			Date of Initiation	5/16/2017
5	\$ -	\$ -			Contractor Proposal Submitted	_____
6	\$ -	\$ -			Change request to Director	5/16/2017
7	\$ -	\$ -			Concurrence	
8	\$ -	\$ -			Director	<i>[Signature]</i> 5/10/17 Signature Date
9	\$ -	\$ -			DCM	<i>[Signature]</i> 5/22/17 Signature Date
10	\$ -	\$ -			CFO	<i>[Signature]</i> 5/3/17 Signature Date
11	\$ -	\$ -			Purchasing	_____ Signature Date
12	\$ -	\$ -			Signature of City Manager required for Contract Modifications or Change Orders above \$50K Signature of Purchasing Manager required for Contract Modifications or Change Orders below 50k	
13	\$ -	\$ -			Signature _____ Date _____	
14	\$ -	\$ -				
15	\$ -	\$ -				
16	\$ -	\$ -				
17	\$ -	\$ -				
18	\$ -	\$ -				
19	\$ -	\$ -				
20	\$ -	\$ -				
5. Total of Previous Approved Changes/Modifications					0.00	
6. Current Contract Amount					\$2,300,000	
7. Proposed Cost of Current Change/Modification					\$ 575,000.00	
8. % of Proposed Current Change/Modification					25%	
9. Cumm. % after Proposed Current Change/Modificat					25%	
10. Proposed Revised Total Cost					\$ 2,875,000.00	
Description of Proposed Change						
<p>Streets and Maintenance is requesting a change order to increase the amount of contract 2013-198 Ford Proprietary Parts and Service by \$575,000.00. This contract does not expire until 07/08/2018, but it has met the maximum amount for expenditures. A new contract was advertised, but was taken to Council on 05/16/2017 for rejection as all bids submitted were incomplete. Another contract is being advertised with an anticipated award date in late July; this change order will allow the department to continue purchasing Ford parts and services until the new contract is awarded.</p>						
For Budget Use Only						
<input type="checkbox"/>	Budget Amendment			Date	_____	
<input type="checkbox"/>	PeopleSoft Change Against Original P.O.			Date	_____	
<input type="checkbox"/>	New P.O. entered into PeopleSoft			Date	_____	



Streets and Maintenance Department

Ford Proprietary Parts and Service 2013-198

Ford Proprietary Parts and Service 2013-198 Contract Change Order

June 13, 2017

"Delivering Outstanding Services"



Streets and Maintenance Department

Ford Proprietary Parts and Service 2013-198

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.

“Delivering Outstanding Services”



Streets and Maintenance Department

Ford Proprietary Parts and Service 2013-198

Purpose of Contract / Change Order

The Purpose of this contract is to procure parts and service that are proprietary to Ford brand name vehicles. This contract does not expire until 07/08/2018, but it has met the maximum amount for expenditures. A new contract was advertised, but was taken to Council on 05/16/2017 for rejection as all bids submitted were incomplete. Another contract is being advertised with an anticipated award date in late July; this change order will allow the department to continue purchasing parts and services for the City of El Paso's 1,337 Ford vehicles until the new contract is awarded. Local business is being supported.



Streets and Maintenance Department

Ford Proprietary Parts and Service 2013-198



Delivering Outs



Streets and Maintenance Department

Ford Proprietary Parts and Service 2013-198

Ford Proprietary Parts and Service 2013-198

Contractor	Casa Ford
Item(s)	Ford Proprietary Parts and Service
Initial Term	3 years
Option	2 years
Estimated Award	\$575,000.00
Funding Source	Internal Service Fund: Inventory Purchases Materials and Supplies and Equipment outside repairs
Account No.	532-37020-531210-3600-P3711 532-37020-531250-3600-P3702

**This is an emergency purchase.*

"Delivering Outstanding Services"



Streets and Maintenance Department

Ford Proprietary Parts and Service 2013-198

Questions & Comments

"Delivering Outstanding Services"