

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

DEPARTMENT: Police
AGENDA DATE: July 12, 2016
CONTACT PERSON/PHONE: Assistant Chief Michelle Gardner, 212-4306
Bruce Collins, Director of Purchasing and Strategic Sourcing, 212-1181
DISTRICT(S) AFFECTED: All

STRATEGIC GOAL: #2 Set the Standard for a Safe and Secure City

SUBJECT:

Request to extend the existing Drug Testing and Alcohol Screening- Police Department contract between the City of El Paso and DDLS Group, LLC for an additional year. A one-time extension is provided for through contract 2013-283R, dated and adopted October 8, 2013.

BACKGROUND / DISCUSSION:

The El Paso Police Department has reviewed solicitation No. 2013-283R and recommends the contract be extended for drug testing and alcohol screening services for an estimated annual amount of \$30,660 as indicated by the solicitation.

SELECTION SUMMARY:

N/A

PRIOR COUNCIL ACTION:

Motion made to award solicitation 2013-283R Drug Testing and Alcohol Screening- Police Department to DDLS Group, LLC on October 8, 2013.

AMOUNT AND SOURCE OF FUNDING:

Amount: \$30,660
Funding: 321-21030-1000-P2102-521120

BOARD / COMMISSION ACTION:

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

DEPARTMENT HEAD:

by Michelle M Gardner

RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

THAT the City Manager be authorized to exercise the option to extend the term of agreement for drug testing and alcohol screening services for the City's Police Department between the City and DDLS Group, LLC dba Fas-Tes El Paso for one (1) additional year, for an amount not to exceed \$30,660.00.

ADOPTED this _____ day of _____, 2016


THE CITY OF EL PASO

ATTEST:

Oscar Leaser,
Mayor

Richarda D. Momsen,
City Clerk

APPROVED AS TO FORM:

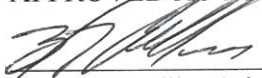


Sol M. Cortez
Assistant City Attorney

APPROVED AS TO CONTENT:

Gregory Allen, Chief
Police Department

APPROVED AS TO CONTENT:



Bruce D. Collins, Director
Purchasing and Strategic Sourcing Dept.

**COUNCIL PROJECT FORM
(CONTRACT EXTENSION)**

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

Please place the following item on the **CONSENT** agenda under **RESOLUTIONS** for the Council Meeting of **JULY 12, 2016**.

STRATEGIC GOAL: NO. 2 - Set the Standard for a Safe and Secure City

THAT the City Manager be authorized to exercise the option to extend the term of agreement for drug testing and alcohol screening services for the City's Police Department (2013-283R) between the City and DDLS Group, LLC dba Fas-Tes El Paso for one (1) additional year, for an amount not to exceed \$30,660.00.

Department: Police
District(s): All

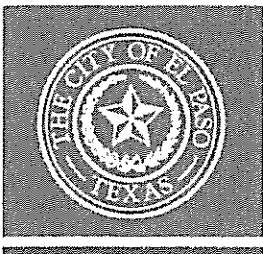
*******ADDITIONAL INFO BELOW*******

2-13-2832

MOTION
OCTOBER 8, 2013

Motion made, seconded, and unanimously carried to **APPROVE, AS REVISED** a Resolution authorizing the City Manager to sign an agreement for drug testing and alcohol screening services for the City's Police Department between the City and DDLS Group, LLC dba Fas-Tes El Paso for a contract term of three years from the date this Agreement is approved by the City Council, with one option to extend for one additional year for a total amount of \$91,980 for initial term and \$122,640.00 if the contract term is extended.

Richarda Duffy Momsen, City Clerk



Purchasing & Strategic Sourcing Department

Eight (8) Factor Option Memo

Mayor
Oscar Leaser

City Council

District 1
Peter Svarzbein

District 2
Jim Tolbert

District 3
Emma Acosta

District 4
Carl L. Robinson

District 5
Dr. Michiel R. Noe

District 6
Claudia Ordaz

District 7
Lily Limón

District 8
Cortney C. Niland

City Manager
Tommy Gonzalez

To: Purchasing & Strategic Sourcing Department

From: Asst. Chief Michelle Gardner

Michelle M. Gardner
Authorized Signature

Subject: Eight (8) Factor Option

Date: June 28, 2016

Re: 2013-283R Drug Testing and Alcohol Screening-Police Department

The Police Department recommends authorizing the Option to Extend 2013-283R Drug Testing and Alcohol Screening – Police Department for 1 year for reasonable suspicion, random and post-accident drug and alcohol screening services. Exercising this option would meet the following threshold considerations:

1. *Are funds available for this Option to Extend?*

Yes

2. *Does the Requirement covered by this option fill an existing need of the City?*

Yes

3. *Is the option price better than the current available market price?*

Yes

4. *Is the time between the date the contract was awarded and the date the option to extend is exercised so short that the market indicates the option is the lowest price obtainable through competition or the most advantageous offer*

Yes

5. *Does the Vendor Performance Form show the vendor's performance rating to be "GOOD (7-8)" or better?*

Yes

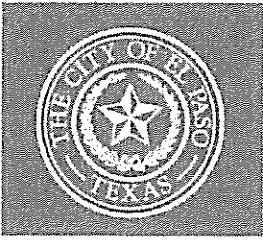
6. *Is the vendor currently under debarred status as per System for Award Management (SAM) www.sam.gov?*

No

Bruce D. Collins, CPPO

City 1 | 300 N. Campbell Street | El Paso, Texas 79901 | (915) 212-0043

"Delivering Outstanding Services"



Purchasing & Strategic Sourcing Department

7. Is the proposed vendor indebted to the City for any amount as documented in the City's Indebtedness Verification Form?

No

8. Is the proposed vendor on the City's wage theft data base?

No

Bruce D. Collins

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