

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

**DEPARTMENT:** General Services – Fleet Division

**AGENDA DATE:** September 23, 2014

**CONTACT PERSON/PHONE:** Larry F. Nichols, Interim General Services Director, (915) 212-8001  
Bruce D. Collins, Purchasing Director, (915) 212-1181

**DISTRICT (S) AFFECTED:** All

**SUBJECT:**

General Services –Fleet Division would like to recommend that the Purchasing Director for Purchasing & Strategic Sourcing Department be authorized to exercise the City's option to extend current 2014-321 (Animal Transport Vehicles) for the purchase of seven (7) additional units pursuant to the provisions of an award approved by the City Council on June 24, 2014. The total estimated award amount is \$485,046.45.

**BACKGROUND / DISCUSSION:**

The General Services - Fleet Division is recommending the award of the above bid. The city is currently in the process of replacing the old fleet through a Fleet Replacement Program. The program targets vehicles that have met their life expectancy and replaces them with vehicles that operate more efficiently and at a lower cost to the city. Local business is being supported.

**PRIOR COUNCIL ACTION:**

Yes. Council previously approved contract 2014-321 on June 24, 2014, Item 10.1.

**SELECTION SUMMARY:**

Exercising this option would meet the following threshold considerations (i) funds available; (ii) requirement fills and existing city need; (iii) informal analysis of price indicates the option price is better than available market prices or the most advantageous current offer, and; (iv) Vendor's performance meets or exceeds a "7-8" performance rating. Based upon our evaluation of above factors, Purchasing Division recommends exercising the available option.

**AMOUNT AND SOURCE OF FUNDING:**

Department: Environmental Services Department  
Initial Estimated Amount: \$485,046.45 (7 units)  
Funds Available: Dept: 334 Div: 34030 Acct: 580060 Fund: 3150 Program Code: P3440  
Project: PESD00150  
Funds Source: Vehicular Equipment, Environmental Services - Capital

**BOARD / COMMISSION ACTION:**

N/A

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\*\*\*\*\*AUTHORIZATION\*\*\*\*\*

**DEPARTMENT HEAD:**

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**Larry F. Nichols, Interim General Services Director**

**COUNCIL PROJECT FORM  
(CONTRACT EXTENSION)**

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

Please place the following item on the **CONSENT** agenda (under **PURCHASING REQUESTS, ETC.**) for the Council Meeting of **SEPTEMBER 23, 2014.**

Request that the Purchasing Director of Purchasing & Strategic Sourcing Department be authorized to exercise the City's option to purchase up to 100% of the original contract quantities under Contract No. 2014-321 (Animal Transport Vehicles) with Casa Ford, Inc. pursuant to the provisions of the solicitation and the award approved by the City Council on June 24, 2014.

Department:	General Services – Fleet Division
Award to:	Casa Ford, Inc. El Paso, TX
Option:	One [of One]
Total Estimated Amount:	\$485,046.45 (7 units)
Account No.:	334-34030 – 580060 – 3150 – P3440 – PESD00150
Funding Source:	Vehicular Equipment, Environmental Services - Capital

District(s): All

This is a Best Value, unit price contract.

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

**MOTION**  
**JUNE 24, 2014**

Motion made by Representative Lilly, seconded by Mayor Pro Tempore Niland, and unanimously carried to **AWARD** Solicitation No. 2014-321 (Animal Transport Vehicles) to Casa Ford, Inc., for an initial award amount of \$485,046.45. The award is to include an option to purchase additional quantities at the same unit price for the amount of \$485,046.45 (7 additional units) for a total award of \$970,092.90.

Department:	General Services – Fleet Division
Award to:	Casa Ford, Inc. El Paso, TX
Item(s):	All
Option:	To purchase 100% at the same unit price if exercised within 90 days from date of award
Initial Award Amount:	\$485,046.45 (7 units)
Total Award:	\$970,092.90 (include option)
Account No.:	334-34030-580540-3150-P3440-PESD00140
Funding Source:	Cars_Pickups_Vans

This is a Best Value, unit price

The Purchasing & Strategic Sourcing Department and General Services – Fleet Division recommends award as indicated to Casa Ford, Inc., the bidder offering the best value bid. In accordance with this award the City Manager or designee is authorized to exercise future options if needed.

Richarda Duffy Momsen, City Clerk



## Purchasing & Strategic Sourcing Department

### Seven (7) Factor Option Memo

**Mayor**  
Oscar Leaser

**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*  
Claudia Ordaz

*District 7*  
Lily Limón

*District 8*  
Cortney C. Niland

**City Manager**  
Tommy Gonzalez

To: Bruce D. Collins, Purchasing Director  
Purchasing & Strategic Sourcing Department

From: Rene Barraza, Business & Financial Manager

Subject: Seven (7) Factor Option

Date: September 15, 2014

Re: 2014-321 Animal Transport Vehicles

The General Services Department recommends authorizing the Option to Extend 2014-321 Animal Transport Vehicles for the purchase of seven (7) additional units. 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. An award was approved by Council on June 24, 2014 in which the contract specified that pricing was to remain the same if the option was taken to purchase additional vehicles within a 90 day period.
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 attached 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](http://www.sam.gov)?*** No.
7. ***Is the proposed vendor indebted to the City for any amount as documented in the City's Indebtedness Verification Form?*** No

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

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