

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

**DEPARTMENT:** Parks and Recreation

**AGENDA DATE:** October 16, 2018

**CONTACT PERSON/PHONE:** Tracy Novak, Parks and Recreation Director, 915-212-1708  
Bruce D. Collins, Purchasing Director, 915-212-1181

**DISTRICT(S) AFFECTED:** All

**STRATEGIC GOAL:** No 4: Enhance El Paso's Quality of Life through Recreational, Cultural and Educational Environments

**SUBJECT:**

That the Director of Purchasing & Strategic Sourcing be authorized to issue a Purchase Order to Sun City Security Service, Inc. referencing Contract 2017-1328. This change order is to increase the contract by \$173,000.00 for a total amount not to exceed \$894,746.90. The change order is being requested to provide security guard services at the Cincinnati Area.

**BACKGROUND / DISCUSSION:**

Change order is being requested to provide security guard services at the Cincinnati Area. Funds will be allocated on an annual basis from parking meter revenue collected during the year.

**SELECTION SUMMARY:**

N/A

**CONTRACT VARIANCE PREVIOUS CONTRACT:**

N/A

**PROTEST**

☒ No protest received for this requirement.

**COUNCIL REPRESENTATIVE BRIEFING:**

Was a briefing provided? ☐ Yes or ☒ No

If yes, select the applicable districts.

- ☐ District 1
- ☐ District 2
- ☐ District 3
- ☐ District 4
- ☐ District 5
- ☐ District 6
- ☐ District 7
- ☐ District 8
- ☐ All Districts



**COUNCIL PROJECT FORM  
(BEST VALUE BID)**

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

Please place the following item on the **CONSENT** agenda (under **PURCHASING REQUESTS, ETC.**) for the Council Meeting of **OCTOBER 16, 2018**.

**STRATEGIC GOAL: No 4: Enhance El Paso's Quality of Life through Recreational, Cultural and Educational Environments**

That the Director of Purchasing & Strategic Sourcing be authorized to issue a Purchase Order to Sun City Security Service, Inc. referencing Contract 2017-1328. This change order is to increase the contract by \$173,000.00 for a total amount not to exceed \$894,746.90. The change order is being requested to provide security guard services at the Cincinnati Area.

|                         |   |
|-------------------------|---|
| Department:             | Parks and Recreation                                  |
| Award to:               | Sun City Security Service, Inc.<br>El Paso, Texas     |
| Total Estimated Amount: | \$173,000.00  |
| Account No.:            | 480-48090-522150-2161                                 |
| Funding Source          | Outside Contracts – NOC, Econ. Dev. Parking Districts |
| District(s):            | All   |

This is a change order for a Best Value, service contract.

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

| CONTRACT MODIFICATION/CHANGE ORDER REQUEST<br>REVIEW and APPROVAL FORM  |               |                    |        |               | Team Leader<br>Project Manager   |  |
|---|---------------|--------------------|--------|---------------|--|--|
| Contract Information  |               |                    |        |               | Budget Information   |  |
| 1. Contract Number <u>2017-1328</u>   |               |                    |        |               | 1. GL Account Number <u>480-48090-522150-2161</u>                            |  |
| 2. Contractor <u>Sun City Security Services Inc.</u>  |               |                    |        |               | 2. GL Account Balance <u>\$ 75,000.00</u>                                    |  |
| 3. Contract Name <u>Security Guard Services of Parks Facilities</u>   |               |                    |        |               | 3. CM/CO Amount <u>\$ 173,000.00</u>   |  |
| 4. Original Contract Price <u>\$721,747</u>   |               |                    |        |               | 4. Revised Account Balance   |  |
|   |               |                    |        |               | 5. Budget Analyst <u>[Signature]</u> <u>10/9/2018</u><br>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   | \$ 173,000.00 | \$ 173,000.00      | 24%    | 24%           | B. If yes, how much time? _____  |  |
| 2   | \$ -          | \$ -               |        |               | C. Is time request warranted? _____  |  |
| 3   | \$ -          | \$ -               |        |               |  |  |
| 4   | \$ -          | \$ -               |        |               |  |  |
| 5   | \$ -          | \$ -               |        |               |  |  |
| 6   | \$ -          | \$ -               |        |               |  |  |
| 7   | \$ -          | \$ -               |        |               |  |  |
| 8   | \$ -          | \$ -               |        |               |  |  |
| 9   | \$ -          | \$ -               |        |               |  |  |
| 10  | \$ -          | \$ -               |        |               |  |  |
| 11  | \$ -          | \$ -               |        |               |  |  |
| 12  | \$ -          | \$ -               |        |               |  |  |
| 13  | \$ -          | \$ -               |        |               |  |  |
| 14  | \$ -          | \$ -               |        |               |  |  |
| 15  | \$ -          | \$ -               |        |               |  |  |
| 16  | \$ -          | \$ -               |        |               |  |  |
| 17  | \$ -          | \$ -               |        |               |  |  |
| 18  | \$ -          | \$ -               |        |               |  |  |
| 19  | \$ -          | \$ -               |        |               |  |  |
| 20  | \$ -          | \$ -               |        |               |  |  |
|   |               |                    |        |               | Tracking Information   |  |
| 5. Total of Previous Approved Changes/Modifications <u>0.00</u>   |               |                    |        |               | Date of Initiation _____   |  |
| 6. Current Contract Amount <u>\$ 721,746.90</u>   |               |                    |        |               | Contractor Proposal Submitted _____  |  |
| 7. Proposed Cost of Current Change/Modification <u>\$ 173,000.00</u>  |               |                    |        |               | Change request to Director _____   |  |
| 8. % of Proposed Current Change/Modification <u>24%</u>   |               |                    |        |               |  |  |
| 9. Cumm. % after Proposed Current Change/Modification <u>24%</u>  |               |                    |        |               |  |  |
| 10. Proposed Revised Total Cost <u>\$ 894,746.90</u>  |               |                    |        |               |  |  |
|   |               |                    |        |               | Concurrence  |  |
|   |               |                    |        |               | Director <u>[Signature]</u> <u>10/9/18</u><br>Signature Date                 |  |
|   |               |                    |        |               | DCM <u>[Signature]</u> <u>10/11/18</u><br>Signature Date                     |  |
|   |               |                    |        |               | Chief Financial Officer <u>[Signature]</u> <u>10/11/18</u><br>Signature Date |  |
|   |               |                    |        |               | Director of Purchasing & Strategic Sourcing _____<br>Signature Date          |  |
| The City Manager's signature is required for contract modifications or change orders above \$50,000. The Purchasing & Strategic Sourcing Director's signature is required for contract modifications or change orders below \$50,000.   |               |                    |        |               |  |  |
|   |               |                    |        |               | Signature _____ Date _____   |  |
| Description of Proposed Change  |               |                    |        |               |  |  |
| Change order is being requested to provide security guard services at the Cincinnati Area.. Funds will be allocated on an annual basis from parking meter revenue collected during the year.  |               |                    |        |               |  |  |
| <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Budget Amendment<br/> <input type="checkbox"/> PeopleSoft Change Against Original P.O.<br/> <input type="checkbox"/> New P.O. entered into PeopleSoft </div> <div style="text-align: right;"> For Budget Use Only<br/> Date _____<br/> Date _____<br/> Date _____ </div> </div> |               |                    |        |               |  |  |