

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

**DEPARTMENT:** Public Health Department

**AGENDA DATE:** November 10, 2015

**CONTACT PERSON AND PHONE NUMBER(S):** Robert Resendes, Public Health Director, 212-6500  
Bruce D. Collins, Purchasing Director 212-1181

**DISTRICT(S) AFFECTED:** All

**STRATEGIC GOAL 8:**  
Nurture and Promote a Healthy, Sustainable Community

**SUBJECT:**

Request that the Director of the Purchasing and Strategic Sourcing Department be authorized to exercise the City's option to extend current Contract 2013-116 Janitorial Services for WIC Clinics for an additional two years pursuant to the provisions of an award approved by City Council on February 11, 2013. The annual amount is \$214,868.88 for a 2 year total cost of \$429,737.76. The extended contract period will be from February 16, 2016 through February 15, 2018.

**BACKGROUND / DISCUSSION:**

Council awarded 2013-116 Janitorial Services for WIC Clinics to The Eagle Janitorial Services for an initial three year term, the total estimated award for (3) years \$644,606.64 on February 11, 2013. Request to extend Contract Number 2013-116 Janitorial Services for WIC Clinics. This contract will provide janitorial services for WIC Clinics.

**SELECTION SUMMARY:**

N/A

**PRIOR COUNCIL ACTION:**

Council awarded Contract 2013-116 Janitorial Services for WIC Clinics to The Eagle Janitorial Services for an initial (3) year term, total estimated award for (3) years \$644,606.64 February 16, 2016 – February 15, 2018 with an option to renew for two years.

**AMOUNT AND SOURCE OF FUNDING:**

Department:	Public Health
Annual Estimated Amount:	\$ 214,868.88
Initial Term Estimated Award:	\$ 429,737.76 (2 years)
Total Estimated Amount:	\$ 429,737.76 (2 years)
Accounts:	341-1000-41170-522060
Fund Source Name:	General Fund
Accounts:	341-2140-41240-522060-GS4116AD
Fund Source Name:	Health Grants

**BOARD / COMMISSION ACTION:**

N/A

\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**DEPARTMENT HEAD:** \_\_\_\_\_

Name

Signature

Date

**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 **November 10, 2015**.

**Strategic Goal 8:  
Nurture and Promote a Healthy, Sustainable Community**

Request that the Director of Purchasing and Strategic Sourcing Department be authorized to exercise the City's option to extend current Contract 2013-116 Janitorial Services for WIC Clinics with The Eagle Janitorial Services for two (2) additional years pursuant to the provisions of an award approved by the City Council on February 11, 2013. The extended contract period will be from February 16, 2016 – February 15, 2018.

Department:	Public Health
Award to:	The Eagle Janitorial Services El Paso, Texas
Item(s):	All
Option:	2 years
Annual Estimated Award:	\$214,868.88
Total Estimated Award:	\$429,737.76 (2 years)
Accounts:	341-1000-41170-522060
Fund Source Name:	General Fund
Accounts:	341-2140-41240-522060-GS4116AD
Fund Source Name:	Health Grants
District(s):	All

This is a Best Value, services contract.

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

**MOTION**  
**FEBRUARY 11, 2013**

Motion made by Representative Byrd, seconded by Representative Ortega, and unanimously carried to **AWARD** Solicitation No. 2013-116 (Janitorial Services for WIC Clinics) to The Eagle Janitorial Services for an initial term estimated award of \$644,606.64.

Department:	Public Health
Award to:	The Eagle Janitorial Services El Paso, TX
Item(s):	All
Initial Term:	3 years
Option to Extend:	2 years
Annual Estimated Award:	\$214,868.88
Initial Term Estimated Award:	\$644,606.64 (3 years)
Total Estimated Award:	\$1,074,344.40 (5 years)
Account No.:	341-41170-522060-1000 341-41240-522060-2140-G4113AD0/G4113NE0 341-41300-522060-2140-G4112180 231-31040-522060-1000
Funding Source:	General Funds – Public Health TDH WIC Services – Public Health STD/HIV Clinic Grant – Public Health General Funds – General Services

This is a Best Value, service type contract.

The Financial Services - Purchasing Division and Department of Public Health recommend award as indicated to The Eagle Janitorial Services, the bidder offering the best value bid.

Richarda Duffy Momsen, City Clerk



**Mayor**

Oscar Leiser

**City Council**

*District 1*

Peter Svarzbein

*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

**Purchasing & Strategic Sourcing Department**

**Seven (7) Factor Option Memo**

To: Purchasing & Strategic Sourcing Department

From: Robert Resendes, Public Health Director

\_\_\_\_\_  
Authorized Signature

Subject: Seven (7) Factor Option

Date: October 20, 2015

Re: 2013-116 Janitorial Services for WIC Clinics

Public Health Department recommends authorizing the Option to Extend 2013-116 Janitorial Services for WIC Clinics for 2 years for janitorial services for WIC Clinics. Exercising this option would meet the following threshold considerations:

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

Yes, this is a recurrent item in the department budget.

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

Yes, department facilities provide service to the public and should be clean and presentable.

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

2% reduction in the hourly rate from 2010-067 (\$10.12/hour to \$9.94/hour)

**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, this is the most advantageous offer to continue services without interruption using the option to extend the contract.

**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](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

**"Delivering Outstanding Services"**