

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

**DEPARTMENT:** General Services – Fleet Division

**AGENDA DATE:** December 9, 2014

**CONTACT PERSON/PHONE:** Larry F. Nichols, Interim General Services Director, (915) 2512-8000  
Bruce D. Collins, Purchasing Director, (915) 212-1181

**DISTRICT (S) AFFECTED:** ALL

**SUBJECT:**

General Services – Fleet Division would like to recommend the approval of a purchase order to Silsbee Ford, Inc. for the purchase of six (6) Ford F-150 XL Super Cab Pickups for a one time purchase in the amount of \$115,830.00 using Cooperative Contract HGAC VE11-13. Price reasonableness has been established as a result of the HGAC cooperative purchasing agencies using a competitive bidding process in the awarding of this contract.

**BACKGROUND / DISCUSSION:**

The General Services Department – Fleet Division is recommending the above purchase. The approval of this purchase will allow for the addition of trucks which will be used by City Inspectors in the City Development Department. The new vehicles will operate more efficiently, more environmentally-friendly, and at a lower cost to the City.

**PRIOR COUNCIL ACTION:**

N/A

**SELECTION SUMMARY:**

N/A

**AMOUNT AND SOURCE OF FUNDING:**

Department: General Services – Fleet Division  
Amount: \$115,830.00  
Funds Available: Dept: 231 Div: 37010 Acct: 580540 Fund: 4700 Project: PIF14GS010  
Funds Source: Vehicle Replacement Fund

**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  
(COOPERATIVE CONTRACT)**

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

Please place the following item on the **CONSENT** agenda for the Council Meeting of **DECEMBER 9, 2014.**

Request that the Purchasing Director for Purchasing and Strategic Sourcing Department be authorized to issue a Purchase Order to Silsbee Ford, Inc., a contractor under Houston-Galveston Area Council Cooperative (HGAC), Contract # VE11-13 (Current Model Cars & Light Trucks), for the purchase of six (6) F-150 XL Super Cab Pickups. The City has made the determination that purchasing from this cooperative offers the most cost-effective pricing.

The participation by the City of El Paso in the HGAC was approved by Mayor and City Council on May 8, 2007.

Department:	General Services – Fleet Division
Award to:	Silsbee Ford, Inc. Silsbee, TX
Unit Price:	\$19,305.00
Total Estimated Award:	\$115,830.00 (6 Units)
Account No.:	231 – 37010 – 580540 – 4700 – PIF14GS010
Funding Source:	Vehicle Replacement Fund
District(s):	All
Reference No.:	2015-498

This is a Cooperative, unit price contract.

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



## Purchasing & Strategic Sourcing Department

Date: November 25, 2014

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

From: Larry F. Nichols, Interim Director  
General Services Department

Reference: Light Duty Trucks, HGAC Contract VE11-13

General Services recommends utilizing HGAC Contract VE11-13 to issue a purchase order to Silsbee Ford, Inc. for six (6) Ford F-150 XL Super Cab Pickups in the amount of \$115,830.00.

1. *Is there an urgent need for the product/service? In other words, is time of the essence?*

Yes. These trucks will be used by City Inspectors in the City Development Department to conduct inspections throughout the City. There are currently more inspectors than there are vehicles.

2. *Does the purchase through the Program promote the standardization of equipment?*

Yes, this purchase continues a vehicle standard supported by the City Fleet.

3. *Does the purchase through the Program support local business? If not, is there a comparable product/service available locally?*

Yes. The purchase will support local business indirectly as all warranty and non-warranty issues will be handled locally. The decision to purchase from this vendor came as a result of an existing vehicle contract that is not in compliance with the City's pricing clause and the non-availability of a local vendor on a Cooperative Contract.

4. *Do the available vendors have prior work experience and/or familiarity with the City?*

No.

5. *Is the pricing reasonable as compared to other similar products/work performed for the City of El Paso in the past or as quoted from other companies?*

Price reasonableness has been established because the cooperative purchasing agency used a competitive bidding process in the awarding of the contract.

Bruce D. Collins, CPPO

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