

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

DEPARTMENT: General Services – Facilities Division

AGENDA DATE: 01/18/11

CONTACT NAME AND PHONE NUMBER: Stuart Ed, Director, General Services, (915) 621-6822
Bruce Collins, Purchasing Manager, Financial Services (915) 541-4313

DISTRICT(S) AFFECTED: 3

SUBJECT:

Approve purchase order to Brown Interior Solutions through the use of TXMAS contract 6-71111060-7 for the purchase of office furnishings. These furnishing will be used to replace and renovate existing offices for the Health Department facility located at 5115 El Paso Drive.

Total expenditures are \$89,982.59.

BACKGROUND / DISCUSSION:

The city is currently improving and upgrading the facility listed above for housing of 22 food inspectors that currently do not have work spaces. The completion of this work space along with the addition of the new furniture will provide a more efficient work environment for the food inspectors and will also address deferred maintenance. This will enhance the image of the facility and the City overall. Local business is being supported.

PRIOR COUNCIL ACTION:

Yes. Council approved the purchase of new furniture for the Streets and Parks Department located in the MSC Operations building on 02/23/10.

AMOUNT AND SOURCE OF FUNDING:

14400100-508027-27265-31010 – PCP09MF001 – General Services, Facilities Maintenance – Citywide Rehab

BOARD / COMMISSION ACTION:

Enter appropriate comments or N/A

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

DEPARTMENT HEAD:

(If Department Head Summary Form is initiated by Purchasing, client department should sign also)

Information copy to appropriate Deputy City Manager

Dedicated to Outstanding Customer Service for a Better Community

S E R V I C E S O L U T I O N S S U C C E S S



Department Cooperative Purchase Memo

To: Edward Hyatt, Purchasing Division

From: Rene Barraza, General Services

Date: December 10, 2010

Re: Furniture for Health Department – TXMAS Contract #6-71111060-7

The General Services Department – Facilities Maintenance Division recommends utilizing TXMAS Contract #6-71111060-7 to issue a purchase order totaling \$89,982.59 to Brown Interior Solutions for office furnishings. The following are the factors used to evaluate the use of this procurement program as the best approach:

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

Yes. The office furnishings are comprised of workstations and office furniture for a new work space. Approximately 22 City Health Food Inspectors from this Department are waiting the completion of renovations. The office furnishings are a high priority for the renovation in order to facilitate the occupancy and work efficiency.

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

Yes. Similar office furniture was installed at the MSC-OPS facility. LEED design principles were incorporated to maximize sustainability best practices and improved indoor work environment. The Facility Conditions Assessment of 2008 has recommended this standardization for newly remodeled City facilities.

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

Yes. Local vendors are supported. Brown Interior Solutions is has a permanent local office located at 106 W. Castellano, 79912.

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

Yes. Brown Interior Solutions has provided furniture before for the Health and Environmental Service Departments.

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 through TXMAS purchasing protocol that brings competitive bidding process to governmental entities across Texas.

The participation by the City of El Paso in the Texas Procurement and Support Services (TPASS) State Contracts Program was approved by Mayor and City Council on February 27, 2007. The standard factors used to determine the use of a Cooperative Purchasing program were approved by City Council on June 24, 2008.

Mayor
John F. Cook

City Council

District 1
Ann Morgan Lilly

District 2
Susie Byrd

District 3
Emma Acosta

District 4
Carl L. Robinson

District 5
Rachel Quintana

District 6
Eddie Holguin Jr.

District 7
Steve Ortega

District 8
Beto O'Rourke

City Manager
Joyce A. Wilson

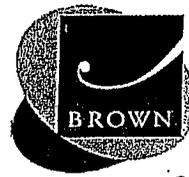
FINANCIAL SERVICES DEPARTMENT, PURCHASING DIVISION

2 CIVIC CENTER PLAZA, 7TH FLOOR, EL PASO, TX 79901 MAIN: 915-541-4308 FAX: 915-541-4347 www.elpasotexas.gov

Customer:
City of El Paso
Pricing per:
TXMAS

Project Description:
Department of
Public Health-
MR. David Sublasky 915-240-3299

Brown Interior Solutions
106 W. Castellano
El Paso, TX 79912



1 of 1

09/20/10 11:10:22

Account Executive: Adriana Anaya
915-920-9144

QUOTE VALID 90 DAYS
OCTOBER 2010 PRICING

Item	Alias 1	Part Description	Sell	Ext Sell
sub	BREAK RM	BREAK RM Subtotal		\$ 2,430.44
sub	CONF 1	CONF 1 Subtotal		\$ 8,000.74
sub	CONF 2	CONF 2 Subtotal		\$ 1,604.53
sub	COPIERS	COPIERS Subtotal		\$ 1,025.24
sub	OFFICE 1	OFFICE 1 Subtotal		\$ 5,563.63
sub	OFFICE A	OFFICE A Subtotal		\$ 4,919.82
sub	OFFICE B	OFFICE B Subtotal		\$ 6,683.24
sub	OFFICE C	OFFICE C Subtotal		\$ 6,892.07
sub	OFFICES 2 3 & 4	OFFICES 2 3 & 4 Subtotal		\$ 9,555.12
sub	WORKSTATIONS	WORKSTATIONS Subtotal		\$ 37,107.84
		Delivery and Installation	\$ 6,199.92	\$ 6,199.92
		Grand Total		\$ 89,982.59

Texas Furniture Contract: TXMAS-6-71111060

Effective: May 10, 2006

Expiration: March 26, 2011



Ordering Information

The HON Company
c/o Brown Interior Solutions
200 Oak Street
Muscatine, IA 52761-4313

Fax or e-mail copy of your PO to:

Brown Interior Solutions
Attention: Adriana Anaya
aanaya@brownis.com
Ph: (915) 920-9144

Handwritten signature and date: 11/19/10