

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

DEPARTMENT: General Services – Facilities Division
Airport - Aviation

AGENDA DATE: January 19, 2010

CONTACT PERSON/PHONE: Stuart Ed, Director of General Services 915-621-6822
Monica Lombrana, Director of Aviation 915-780-4793
Terrence Freiburg, Purchasing Manager 915-541-4308

DISTRICT (S) AFFECTED: All

SUBJECT:

APPROVE a resolution / ordinance / lease to do what? OR AUTHORIZE the City Manager to do what? Be descriptive of what we want Council to approve. Include \$ amount if applicable.

Approve Kinloch Equipment & Supply, Inc. as the sole source for the purchase of proprietary parts for the City's Elgin Sweeper Equipment. Estimated annual expenditures are \$60,000 for General Services and \$25,000 for Airport. Total estimated expenditures for three (3) years are \$255,000.

BACKGROUND / DISCUSSION:

Discussion of the what, why, where, when, and how to enable Council to have reasonably complete description of the contemplated action. This should include attachment of bid tabulation, or ordinance or resolution if appropriate. What are the benefits to the City of this action? What are the citizen concerns?

Sole source letter and affidavit attached. The City currently owns ten (10) Elgin Sweepers, and the Airport currently owns five (5) Elgin Sweepers used for sweeping City and Airport streets and surfaces. The approval of this sole source would allow for the continued maintenance and upkeep of this equipment.

PRIOR COUNCIL ACTION:

Has the Council previously considered this item or a closely related one?

No.

AMOUNT AND SOURCE OF FUNDING:

How will this item be funded? Has the item been budgeted? If so, identify funding source by account numbers and description of account. Does it require a budget transfer?

37370510-503121-45202 General Services, Internal Service Fund
62620003-503121-40101 Airport Cost Centers

BOARD / COMMISSION ACTION:

Enter appropriate comments or N/A

N/A

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

LEGAL: _____ **FINANCE:** _____
(If required) (If required)

DEPARTMENT HEAD: _____
Name Signature Date

(Example: if RCA is initiated by Purchasing, client department should sign also)
Information copy to appropriate Deputy City Manager

APPROVED FOR AGENDA:

CITY MANAGER: _____ **DATE:** _____

FINANCIAL SERVICES DEPARTMENT, PURCHASING DIVISION

DATE: January 7, 2010
TO: Municipal Clerk
FROM: Terrence Freiburg
Purchasing Manager, ext. 4313

Please place the following item on the CONSENT Agenda for the Council Meeting of January 19, 2010.

Item should read as follow:

Request that the Purchasing Manager for Financial Services, Purchasing Division, be authorized to issue a Purchase Order(s) to Kinlock Equipment & Supply, Inc.; the sole authorized sales, and parts distributor in the El Paso, Texas for Elgin Sweeper proprietary parts. Estimated annual amount is \$85,000.00. Total estimated three (3) year award, \$255,000.00 with the stipulation that the vendor provides an updated sole source letter and affidavit each year.

Department: General Services
Airport
Estimated Amount: \$255,000.00 (Total for three (3) years)
Funds Available in: 37370510-503121-45202
62620003-503121-40101
Funds Source: General Services, Internal Service Fund
Airport Cost Centers
Sole Source No.: 2010-065
District (s): All

SPECIAL INSTRUCTIONS:

Municipal Clerk's Use

ITEM NO. _____

cc: BID FILE

EH



**FINANCIAL SERVICES
PURCHASING DIVISION**

SOLE SOURCE AFFIDAVIT

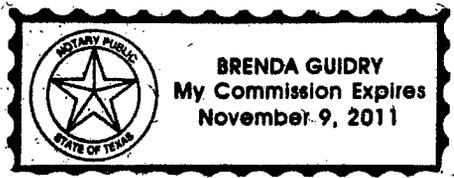
THIS IS AN OFFICIAL PURCHASING DOCUMENT - RETAIN WITH PURCHASE ORDER FILE

Before me, the undersigned official, on this day, personally appeared Todd B. Kinloch, a person known to me to be the person whose signature appears below, whom after being duly sworn upon his/her oath deposed and said:

1. My name is Todd B. Kinloch. I am over the age of 18, have never been convicted of a crime and am competent to make this affidavit.
2. I am an authorized representative of the following company or firm: Kinloch Equipment & Supply, Inc.
3. The above named company or firm is the sole source for the following item(s), product(s) or service(s):
Vactor Manufacturing
Elgin Sweeper Company
4. Competition in providing the above named item(s) product(s), service(s) is precluded by the existence of a patent, copyright, secret process or monopoly as stated under Section 252.022, Subchapter A of the Local Governmental Code 7A or as provided for under 7B-F of the same section. Also, attached hereto is a sole source letter, which sets forth the reasons why this Vendor is a sole source provider (dated and signed).
5. There is/are no other like item(s) or product(s) available for purchase that would serve the same purpose or function.
6. **Note: This Vendor understands that by providing false information on this Sole Source Affidavit, it may be considered a non-responsible Vendor on this and future purchases and may result in discontinuation of any/all business with the City of El Paso.**

Todd B. Kinloch
Signature

SUBSCRIBED AND SWORN to before me on this 30th day of November, 2009.



Brenda Guidry
NOTARY PUBLIC
Brenda Guidry
PRINTED NAME
11-09-2011
MY COMMISSION EXPIRES

COMPANY NAME: Kinloch Equipment & Supply, Inc.
ADDRESS, CITY, STATE & ZIP CODE P.O. Box 4919 Pasadena, TX 77502
PHONE: 800-231-6929 FAX NUMBER: 713-473-7858
CONTACT NAME AND TITLE: Todd Kinloch, President
WEB ADDRESS: www.kinlochequip.com EMAIL: tkinloch@kinlochequip.com
FEDERAL TAX ID NUMBER: 76-0600707 TEXAS SALES TAX NUMBER: _____

November 30, 2009

RECEIVED

DEC - 4 2009

Edel Romero

**Fleet Maintenance Manager
General Services
City of El Paso, TX**

FLEET SERVICES

Dear Mr. Romero,

**Kinloch Equipment of Pasadena and Arlington Texas is the authorized distributor for Elgin Sweeper Company in the state of Texas.
Kinloch is the sole source for Elgin OEM parts and service.**

Please feel free to contact me if you have any questions.

Best Regards,



**Tom Sybilrud
Regional Manager
Federal Signal Corporation – Elgin Sweeper Company
tsybilrud@fsepg.com
Cell - 612-991-1746**

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RECEIVED
PURCHASING DEPARTMENT

Let's create a cleaner world! Reduce, reuse, recycle!



Please consider the environment and do not print this email unless absolutely necessary. FS ESG encourages environmental responsibility.

CC: Todd Kinloch – Kinloch Equipment

ELGIN