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

DEPARTMENT: PUBLIC HEALTH

AGENDA DATE: JANUARY 22, 2013

CONTACT PERSON/PHONE: BRUCE A. PARSONS, INTERIM HEALTH DIRECTOR, 771-5702
BRUCE D. COLLINS, PURCHASING MANAGER, 541-4313

DISTRICT (S) AFFECTED: ALL

SUBJECT:

Department of Public Health requests that the Purchasing Manager for Financial Services, Purchasing Division, be authorized to issue a change order in the amount of $92,122.69 or 25% to Total Cleaning Services for Contract 2008-069 Janitorial Services – El Paso Department of Public Health Facilities. The current contract amount is $368,490.76; proposed revised total is $460,613.45.

BACKGROUND / DISCUSSION:

The current vendor contract will expire November 30, 2013. Department of Public Health is requesting that a change order be made to the original contract amount because the threshold of the contract has been reached. The change order will allow Health Department to continue with services until new contract is awarded.

SELECTION SUMMARY:

Solicitation was advertised on 7/08/2008 and 7/15/2008. The postcards were mailed out on 7/08/2008. The solicitation was posted on City website on 7/08/2008. The email (Purmail) notification was sent out on 7/08/2008. A total of thirty bidders including twenty-seven local vendors were solicited. A total of six bids were received including one being a local vendor.

PRIOR COUNCIL ACTION:

Yes, Council Approved Contract 2008-069 on October 4, 2008.
On September 28, 2010 - Council approved option to extend for 2 additional years.

AMOUNT AND SOURCE OF FUNDING:

$92,122.69 or 25%
341-41170-522060-1000 General Fund-Maintenance Services Contract Janitorial
341-41240-522060-2140 Health Grants

BOARD / COMMISSION ACTION:

N/A

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

DEPARTMENT HEAD: _____ _____ 1/14/13
Name Signature Date

COUNCIL PROJECT FORM
(CHANGE ORDER)

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

Please place the following item on the **CONSENT** agenda (under **BIDS**) for the Council Meeting of **January 22, 2013**

Request that the Purchasing Manager, Financial Services, Purchasing Division, be authorized to issue a change order to Total Cleaning Services Contract No. 2008-069 (Janitorial Services – El Paso Department of Public Health Facilities) for a total estimated amount of $92,122.69 for a total revised contract amount of $460,613.45.

Department:	Public Health
Award to:	Total Cleaning Services El Paso, TX
Total Estimated Award:	$92,122.69
Account No.:	341-41170-522060-1000
Funding Source:	General Fund-Maintenance Services Contract Janitorial
District(s):	All

This is a Best Value, services contract.

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