

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

**DEPARTMENT:** GENERAL SERVICES  
AVIATION (EL PASO INTERNATIONAL AIRPORT)

**AGENDA DATE:** JANUARY 24, 2012

**CONTACT PERSON/PHONE:** STUART ED, GENERAL SERVICES DIRECTOR, 621-6822  
MONICA LOMBRANA, AVIATION DIRECTOR, 780-4724  
BRUCE D. COLLINS, PURCHASING MANAGER, 541-4313

**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 purchase order(s) to Southwestern Mill Distributors, Inc. and Spectrum Paper Companies, Inc. under the Region 19 Cooperative Purchasing Program Contract #11-6698 for paper sundries and food service requirements. Estimated expenditures are \$160,000 for Southwestern Mill Distributors, Inc. and \$31,000 for Spectrum Paper Companies, Inc. The estimated total expenditures are \$191,000.00.

**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?

General Services – Facilities Division and Aviation (El Paso International Airport) are recommending the purchase of toilet paper, paper towels & related products under Region 19 Contract 11-6698 (Custodial Paper, Food Service Requirements and Related) for various City Departments on an as needed basis. Because this contract has already been competitively bid and offers every item that is being requested by each Department, it was determined that the use of this contract best met the City's requirements for paper sundries and related products.

**SELECTION SUMMARY:**

NA

**PRIOR COUNCIL ACTION:**

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

The participation by the City of El Paso in the Region 19 Cooperative Purchasing Program was approved by Mayor and City Council on March 4, 2008.

**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?

31010325-503111-01101-31000 - Cleaning Supplies – Government Operations  
62620003-503121-40101-62000 - Inventory Purch-Mat & Supplies – Airport Cost Centers

**BOARD / COMMISSION ACTION:**

Enter appropriate comments or N/A

N/A

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

**DEPARTMENT HEAD:** \_\_\_\_\_  
Name Signature Date

**COUNCIL PROJECT FORM  
(REQUIREMENTS OR BEST VALUE BID)**

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

Please place the following item on the CONSENT agenda for the Council Meeting of JANUARY 24, 2012.

Request that the Purchasing Manager, Financial Services, Purchasing Division, be authorized to issue a Purchase Order to Southwestern Mill Distributors, Inc. of El Paso, Texas, and Spectrum Paper Companies, Inc. of El Paso, Texas, under Region 19 Contract 11-6698 for Custodial Paper, Food Service Requirements and Related for various City facilities. 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 Region 19 Cooperative Purchasing Program was approved by Mayor and City Council on March 4, 2008.

Departments:	General Services Aviation (El Paso International Airport)
Award to:	Southwestern Mill Distributors, Inc (V1) El Paso, Texas
Estimated Award:	\$160,000.00 (V1)
Award to:	Spectrum Paper Companies (V2) El Paso, Texas
Estimated Award:	\$31,000.00 (V2)
Total Estimated Award:	\$191,000.00
Account No.:	31010325-503111-01101-31000 62620003-503121-40101-62000
Funding Source:	Cleaning Supplies – Government Operations Inventory Purch-Mat & Supplies – Airport Cost Centers
District(s):	All
Reference No.:	2012-049

This is a Cooperative (unit price) contract.

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**SERVICE SOLUTIONS SUCCESS**

JANUARY 9, 2012

To: Bruce D. Collins, Purchasing Manager

From: Stuart Ed, General Services Director 

Signature: \_\_\_\_\_

Re: 2012-049 CUSTODIAL PAPER & RELATED FOR VARIOUS CITY FACILITIES (COOP)  
Region 19 Contract 11-6698 for Custodial Paper, Food Service Requirements and Related

The General Services Department (GSD) recommends utilizing Region 19 contract number 11-6698, to issue purchase orders on an as needed basis to Southwestern Mill Distributors and Spectrum Paper Companies for paper sundries required by various City Departments. Total expenditures for both vendors are \$191,000.00. 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. Paper sundries which consist of custodial paper that is used in most part in bathrooms are an immediate need so that areas are kept clean and sanitary. Buildings will be cleaner, safer and more appealing for use by City Employees and the public.

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

Yes. Several contracts from different City Departments to include the Airport, Sun Metro, Fire, Health, Parks and Recreation, Zoo and Municipal Court are being consolidated into one.

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

Yes. Both vendors, Southwestern Mill Distributors, Inc. and Spectrum Paper Companies are local businesses.

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

Yes. Southwestern Mill Distributors has held a contract with the General Services Department over the last three years.

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. The participation by the City of El Paso in the Region 19 Cooperative Purchasing Program was approved by Mayor and City Council on March 4, 2008.



Mayor  
John F. Cook

City Council

District 1  
Ann Morgan Lilly

District 2  
Susie Byrd

District 3  
Emma Arcega

District 4  
Carl L. Robinson

District 5  
Dr. Michael R. Nee

District 6  
Eddie Holguin Jr.

District 7  
Steve Ortega

District 8  
Corney Carlisle Niland

City Manager  
Joyce A. Wilson



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