

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

DEPARTMENT: General Services – Building Maintenance Division

AGENDA DATE: February 2, 2010

CONTACT PERSON/PHONE: Stuart Ed – Director, General Services (915) 621-6822
Terrence Freiburg – Purchasing Manager (915) 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:

Extend the following solicitation; 2010-081 – Maintenance of Overhead Doors at City Facilities
With: Desert Garage Doors of El Paso, TX
Estimated Annual Expenditures: \$75,000.00
Total Estimated Expenditures: \$150,000.00 over two (2) years

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?

The General Services Department – Building Maintenance Division recommends exercising the option to extend the above contract.

PRIOR COUNCIL ACTION:

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

N/A.

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?

Department: General Services – Building Maintenance Division
Amount: \$150,000.00
Funds Available: 31010325 – 503200 – 01101
Funds Source: Buildings and Facilities Maintenance

BOARD / COMMISSION ACTION:

Enter appropriate comments or N/A

N/A.

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

DEPARTMENT HEAD:

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

Information copy to appropriate Deputy City Manager

PROJECT FORM

FINANCIAL SERVICES DEPARTMENT, PURCHASING DIVISION

DATE: January 20, 2010
TO: Municipal Clerk
FROM: Terrence Freiburg, Purchasing Manager, ext. 4313
Edward Hyatt, Administrative Analyst, ext. 4315

Please place the following item on the CONSENT Agenda for the Council Meeting of Tuesday, February 2, 2010.

Item should read as follows:

Request that the Purchasing Manager of Financial Services, Purchasing Division, be authorized to exercise the City's option to extend current Contract 2008-081 Maintenance of Overhead Doors at City Facilities with Desert Garage Doors for two (2) additional year(s) pursuant to the provisions of an award approved by the City Council on March 18, 2008. Extended contract period will be from March 18, 2011 to March 17, 2013.

Department: General Services – Building Maintenance Division
Option: One [of One]
Estimated Amount: \$150,000.00 (Total for two (2) year extension)
Funds Source: General Fund
District (s): All

Municipal Clerk's Use

ITEM NO. _____

MOTION
MARCH 18, 2008

Motion made, seconded, and unanimously carried to **AWARD** Solicitation No. 2008-081 (Maintenance of Overhead Doors at City Facilities) to Desert Garage Doors for a total estimated minimum award of \$225,000.

Department:	General Services
Award to:	Desert Garage Doors El Paso, Texas
Items:	All
Option:	Either One or Two Years
Annual Est. Min. Amt.:	\$75,000
Account No.:	31010326 – 502226 – 01101
Funding Source:	General Services Depart., Building Maintenance Division
Total Est. Min. Award:	\$225,000

This is a thirty-six month requirements type contract for maintenance of overhead doors at City facilities.

The cost under this requirements contract is only an estimated minimum value. The actual cost of this contract may be higher or lower than the total estimated minimum value and will be the sum total at the end of the contract term, so long as increased funds are appropriated in the budget.

The Departments of Financial Services Department, Purchasing Division, and General Services recommend award to the lowest responsive, responsible bidder.

Richarda Duffy Momsen, City Clerk