

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

DEPARTMENT: General Services
AGENDA DATE: February 11, 2013
CONTACT PERSON/PHONE: Stuart Ed, General Services Director, 621-6822
Bruce D. Collins, Purchasing Manager, 541-4313
DISTRICT (S) AFFECTED: ALL

SUBJECT:

General Services recommends the option to extend to purchase 100% of original contract quantities, up to 365 days from contract dated February 22, 2013 to February 21, 2014 with Dataxport Net, LLC Contract 2012-317 Document Scanning and Shredding Services.

BACKGROUND / DISCUSSION:

The General Services Department – Records Management Division is recommending the extension of the above bid for time only and not monies. The City is currently relocating the City Hall building and as a result, the digital conversion of critical departmental records that include drawings and maps in various sizes for subsequent importation into the city/departments' electronic imaging system is critical. This will also enhance the retention and retrieval of records as needed. Local business is being supported.

PRIOR COUNCIL ACTION:

The City of El Paso awarded the best value service for General Services to Dataxport Net, LLC for four (4) months starting October 23, 2012 through February 22, 2013, with option to purchase 100% of original contract quantities, up to 365 days.

SELECTION SUMMARY:

Exercising this option would meet the following threshold considerations (i) funds available; (ii) requirement fills an existing need; (iii) informal analysis of price indicates the option price is better than available market prices or the most advantageous current offer, and (iv) Vendor's performance meets or exceeds a "7-8" performance rating. Based upon our evaluation of above factors, Purchasing Division recommends exercising the available option.

AMOUNT AND SOURCE OF FUNDING:

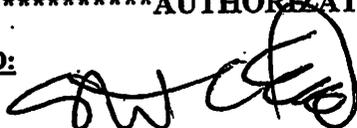
Department: General Services
Amount: \$0
Funds Available: General Fund-Relocation Expenses
Funds Source: General Services Dept / Financial Services Dept

BOARD / COMMISSION ACTION:

N/A

*****AUTHORIZATION*****

DEPARTMENT HEAD:



Stuart Ed, General Services Director

**COUNCIL PROJECT FORM
(CONTRACT EXTENSION)**

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

Please place the following item on the CONSENT agenda (under **PURCHASING REQUESTS, ETC.**) for the Council Meeting of FEBRUARY 11, 2013.

Request that the Purchasing Manager for Financial Services, Purchasing Division be authorized to exercise the City's option to extend current Contract 2012-317 (Document Scanning and Shredding Services) with Dataxport Net, LLC to Purchase 100% of Original Contract quantities, up to 365 days pursuant to the provisions of an award approved by the City Council on October 23, 2012. The extended contract period will be from February 22, 2013 to February 21, 2014.

Department:	General Services
Award to:	Dataxport Net, LLC El Paso, TX
Option:	N/A
Annual Estimated Amount:	\$0.00
Total Estimated Amount:	\$0.00
Account No.:	999-99998-1000-52150
Funding Source:	Relocation Funding – Financial Services Department
District(s):	All

This is a Best Value, service contract

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

The contract extension is time only, not amount.

**MOTION
OCTOBER 23, 2012**

Motion made, seconded, and unanimously carried to **AWARD** Solicitation No. 2012-317 (Document Scanning and Shredding Services) to Dataxport Net, LLC, for a total of \$167,928.11.

Department:	General Services
Award to:	Dataxport Net, LLC El Paso, TX
Items:	Group I and Group II
Option:	Purchase 100% of Original Contract Quantities, up to 365 days
Total Award:	\$167,928.11
Account:	999 – 99998 – 522150 - 1000
Funding Source:	General Fund-Relocation Expenses

This is a Best Value, single (one-time) purchase.

The Financial Services - Purchasing Division and General Services Department recommend award as indicated to Dataxport Net, LLC the bidder offering the best value bid.

Richarda Duffy Momsen, City Clerk

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SERVICE SOLUTIONS SUCCESS



To: Financial Services – Purchasing Division
From: René Barraza, Business & Financial Manager, _____
Authorized Signature
Subject: Seven (7) Factor Option Memo
Date: January 29, 2013
Re: 2012-317 – Document Scanning and Shredding Services

The General Services Department recommends authorizing the Option to Extend 2012-317 – Document Scanning and Shredding Services for 2 years for the purchase of Scanning and Shredding services to be used in the digital conversion of critical departmental records that include drawings and maps in various sizes for subsequent importation into the city/departments' electronic imaging system. Exercising this option would meet the following threshold considerations:

1. Are funds available for this Option to Extend?

Yes

2. Is the Requirement covered by this option fill an existing need of the City?

Yes

3. Is the option price better than current available market price?

Yes, see item #4

4. Is the time between award of the contract and exercising the option so short that the market indicates the option is the lowest price obtainable through competition or most advantageous offer?

The current vendor has been providing the best value service to the City since being awarded Contract No. 2012-317. Pricing has remained the same since the contract was initiated and is most advantageous offer because the extension will be at no additional cost and offers a better price to the current market prices.

5. Is the attached Vendor Performance form show the vendors' performance to be "7-8" or higher?

Yes. The vendor received an overall "Excellent" performance rating, which is higher than a 7-8.

6. Is the vendor currently under debarred status as per System for Award Management (SAM) at www.sam.gov/?

No

7. Is the proposed vendor indebted to the City for any amount as documented through the City's Indebtedness Verification Form?

No

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
Dr. Michiel R. Noe

District 6
Eddie Holguin Jr.

District 7
Steve Ortega

District 8
Cortney Carlisle Niland

City Manager
Joyce A. Wilson



FINANCIAL SERVICES – PURCHASING DIVISION
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(915) 541-4308 FAX: (915) 541-4347 www.elpasotexas.gov



Texas Comptroller
Leadership Circle

VENDOR PERFORMANCE REPORT

CONTRACT NUMBER AND TITLE: 2012-317 Document Scanning and Shredding Services

COMPANY CONTACT INFORMATION

COMPANY/OWNER'S NAME		DataXport Net, LLC					
COMPANY ADDRESS		10950 Pelican Drive					
POINT OF CONTACT E-MAIL ADDRESS							
PHONE/FAX NUMBERS		PHONE	915-771-9090	FAX	915-771-9092		
CONTRACT AMOUNT (\$)		\$167,928.11					
% COMPLETED / COMPLETED							
ESTIMATED COMPLETION DATE							

TECHNICAL PERFORMANCE

FACTORS/RATINGS	"PLUS" (11-)	"EXCELLENT" (9-10)	"GOOD" (7-8)	"FAIR" (5-6)	"POOR" (3-4)	"UNSATISFACTORY" (0-2)	NOT APPLICABLE (N/A)
Completion of major tasks/ milestones/ deliverables on schedule.		9					
Responsiveness to changes in technical direction.		9					
Ability to identify risk factors and alternatives for alleviating risk.		9					
Ability to identify and solve problems expeditiously.		9					
Ability to deliver goods or services accordance with specification		9					
Ability to employ standard tools/methods.		9					

MANAGEMENT PERFORMANCE

FACTORS/RATINGS	"PLUS" (11-)	"EXCELLENT" (9-10)	"GOOD" (7-8)	"FAIR" (5-6)	"POOR" (3-4)	"UNSATISFACTORY" (0-2)	NOT APPLICABLE (N/A)
Overall communication with staff.		9					
Effectiveness and reliability of Contractor's Key Personnel		9					
Ability to recruit and maintain qualified personnel.							N/A
Ability to manage multiple and diverse projects/tasks from planning through execution.							N/A
Ability to effectively manage subcontractors.							N/A
Ability to accurately estimate and control cost to complete tasks.							N/A
Overall performance in planning, scheduling, and monitoring.							N/A
Ability to resolve problems							N/A
Use of management tools (e.g. cost/schedule, task management tools).							N/A

CONTRACT ADMINISTRATION

FACTORS/RATINGS	Yes	NO
Was the project completed on schedule? If not, how late was it: ___ < 30 days; ___ <60 days; ___ < 90 days; ___ > 90 days	N/A	
Did the contractor submit unnecessary Change Order requests?	N/A	
Were contractor proposals for Change Orders reasonably priced?	N/A	
Were there any claims?	N/A	
Compliance with labor laws	N/A	
Compliance with safety requirements	N/A	
Given a choice, would you do business with this contractor again?	Yes	

Report completed by: Thomas Odour Phone: 541-4489

Department Director: Stuart Ed Phone: 621-6822