

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

DEPARTMENT: General Services

AGENDA DATE: February 14, 2012

CONTACT PERSON/PHONE: STUART ED, GENERAL SERVICES DIRECTOR, 621-6822
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.

General Services requests that the Mayor and Council approve a purchase order to CarQuest Auto Parts through the use of US Communities Contract #1101149 for parts for light duty vehicles and heavy duty vehicles/equipment. Annual estimated expenditures are \$510,000.00. (General Services - \$460,000.00, Airport - \$50,000.00)

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?

The City currently owns 1600 light duty vehicles and 600 heavy duty vehicles which all will require parts at one time or another during their life expectancy. Approving this contract would allow for continual maintenance and up keep of these vehicles allowing for safer, more efficient operation and meeting manufacturer specifications. Local business is being supported.

PRIOR COUNCIL ACTION:

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

Yes, City Council approved contract 2009-199 on October 27, 2009.

SELECTION SUMMARY:

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?

37370510-503121-45202-3700-General Services Dept, Internal Service Fund
62620003-503121-40101 (Airport)

BOARD / COMMISSION ACTION:

Enter appropriate comments or N/A

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

DEPARTMENT HEAD: _____

Name

Signature

Date

**COUNCIL PROJECT FORM
(COOPERATIVE CONTRACT)**

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

Please place the following item on the REGULAR agenda for the Council Meeting of FEBRUARY 14, 2012.

Discussion and action on the request that the Purchasing Manager for Financial Services, Purchasing Division be authorized to issue a Purchase Order(s) to Car Quest Auto Parts, a contractor under the U.S. Communities Cooperative Purchasing Alliance Contract No. 1101149 (Auto parts and accessories), for parts for light duty and heavy duty vehicles / equipment. 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 US Communities Cooperative Purchasing Alliance was approved by Mayor and City Council on February 27, 2007.

Department:	General Services
Award to:	Car Quest Auto Parts Raleigh, NC
Item(s):	All
Initial Term:	1 Year
Option to Extend:	None
Annual Estimated Award:	\$510,000.00
Total Estimated Award:	\$510,000.00
Account No.:	37370510-503121-45202-37000
Funding Source:	General Services Dept. – Inventory Purchasing-Materials & Supplies / Internal Service Fund
District(s):	All
Reference No.:	2012-154

This is a Cooperative Unit Price contract.

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

The U.S. Communities Cooperative Purchasing Alliance contract, awarded to Car Quest Auto Parts, allows Car Quest Auto Parts to provide the City with the ability to purchase automotive parts and accessories locally.

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SERVICE SOLUTIONS SUCCESS



JANUARY 25, 2012

To: Bruce D. Collins, Purchasing Manager

From: Stuart Ed, General Services Director 

Signature: _____

Re: Light and Heavy Duty Automotive Parts
(COOP) US Communities Contract #1101149

The General Services Department (GSD) recommends utilizing US Communities Contract number 1101149 to issue purchase a order to CarQuest Auto Parts for parts required by the Fleet Division for use on light and heavy duty vehicles. Total estimated expenditures are \$510,000.00 for one year. 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. The City owns over 1600 light duty vehicles and over 600 heavy duty vehicles which require replacement of parts due mostly to normal wear and tear.

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

Yes. All Fleet maintenance shops throughout the City will be using this contract.

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

Yes. The vendor has locations in El Paso that will service the shops.

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

Yes. The vendor is currently used as a secondary or tertiary option for small items.

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 US Communities Cooperative Purchasing Alliance Program was approved by Mayor and City Council on February 27, 2007.

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. Nee

District 6

Edile Holguin, Jr.

District 7

Steve Ortega

District 8

Cortney Caristle Niano

City Manager

Joyce A. Wilson



FINANCIAL SERVICES – PURCHASING DIVISION
2 Civic Center Plaza, 7th Floor, City Hall – El Paso, Texas 79901
(915) 541-4308 FAX: (915) 541-4347 www.elpasotexas.gov



Home Products & Suppliers



Plater Science Education

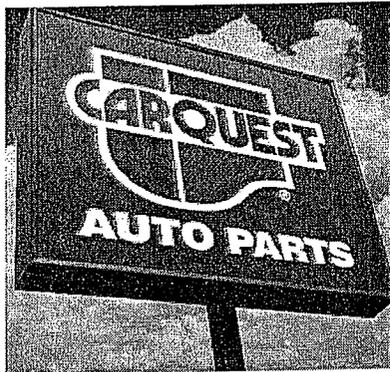
Office DEPOT

Herman Miller

KOMPANIT



Indepor



REQUEST CONTACT

CARQUEST – Auto parts and accessories

Website: CARQUEST – Auto parts and accessories

Phone: (888) 823-6592 ext. 3004

Fax: (919) 301-4079

E-mail: uscommunities@carquest.com

OVERVIEW BENEFITS PRICING SHIPPING CONTRACT DOCS FAQs HOW TO ORDER

CARQUEST – Auto parts and accessories Contract Information

City of Charlotte, NC

3 year initial term, September 1, 2011 to August 31, 2014

Option to renew for (3) additional (1) year periods

Contract Documents

- Contract No. 1101149

ITB Documents

- ITB-269-2001-169
- Addendum 1
- Addendum 2
- Addendum 3
- ITB Posting Document

Postings

Number of suppliers who responded to ITB: 3

- U.S. Communities: Upcoming Solicitations
March 21, 2011 to April 20, 2011
- State of North Carolina Interactive Purchasing System
March 21, 2011 to April 20, 2011
- Onvia Demand Star
March 21, 2011 to April 20, 2011
- Canadian MERX Public Tenders
March 21, 2011 to April 20, 2011
- Association of Oregon Counties
March 21, 2011 to April 20, 2011
- State of Hawaii and Oregon
March 21, 2011 to April 20, 2011

KEY PRODUCTS

