

DATE: February 7, 2005
TO: Municipal Clerk
FROM: Byron E. Johnson, C.P.M.
Director of Purchasing x 4313
THRU: Aurora Wells
Bid Clerk ext. 4038



Please place the following item on the **CONSENT** agenda for the Council Meeting of **FEBRUARY 15, 2005**.

Item should read as follows:

Request that the Director of Purchasing be authorized to exercise the City's option to extend the term of the agreement for one additional year, from April 17, 2007 to April 17, 2008 pursuant to the provisions of Contract 2004-097-C2 with Transmountain Oil Company, El Paso, Texas for Lubricants & Oil.

OPTION NO.: ONE [OF ONE]

Amount of Award: \$15,000.00 (one year extension)

Account No.'s: 37370510-503125-45202

Funding Source: Fleet Service Internal Service Fund

Department: Fleet Service

Contact person: Jesus M. Juarez, Procurement Analyst at 541-4317.

AGENDA FOR: **FEBRUARY 15, 2005**

**CITY OF EL PASO, TEXAS
REQUEST FOR COUNCIL ACTION (RCA)**

DEPARTMENT: Fleet Services
AGENDA DATE: TBD by Purchasing
CONTACT PERSON/PHONE: Jeff Belles, 621-6821
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.

Exercise the option to extend contract 2004-097 two additional 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?

Vendors offered a two-year extension option. Vendor has performed the services in accordance with the terms of the contract.

PRIOR COUNCIL ACTION:

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

Awarded the original contract in March 2004

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?

45202-37370510-503125, Fleet Services Internal Services Fund

BOARD / COMMISSION ACTION:

Enter appropriate comments or N/A

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

LEGAL: (if required) _____ **FINANCE:** (if required) _____

DEPARTMENT HEAD: Jeffrey A Belles, Director of Fleet Services
(Example: if RCA is initiated by Purchasing, client department should sign also)
Information copy to appropriate Deputy City Manager

APPROVED FOR AGENDA:

CITY MANAGER: _____ **DATE:** _____

DATE: February 1, 2005
TO: City Clerk
FROM: Byron E. Johnson/Jesus M. Juarez



PURCHASING DEPARTMENT (915) 541-4308/4254

Please place the following item on the next CONSENT City Council Agenda.

Item should read as follows:

Request that the Director of Purchasing be authorized to exercise the City's option to extend the term of the agreement for one additional year, from April 17, 2007 to April 17, 2008 pursuant to the provisions of Contract 2004-097-C2 with Transmountain Oil Company, El Paso, Texas for Lubricants & Oil.

OPTION NO.: ONE [OF ONE]

AMOUNT OF AWARD: \$15,000.00.(one year extension)

ACCOUNT NOS: 37370510-503125-45202

FUNDING SOURCE: Fleet Service Internal Service Fund

DEPARTMENT: Fleet Service

----- City Clerk's Use -----

ITEM NO. _____

**City of El Paso
Purchasing
Department**

Date: FEBRUARY 1, 2005

Transmountain Oil Co.
Ms. Rita Aguilar
6767 Gateway West
El Paso, TX 79925

Ref.: Contract Title -Lubricants & Oil, Contract #2004-097-C2

Ms Aguilar:

The City of El Paso wishes to accept your offer to extend the period of Contract # 2004-097-C2 for a period of one (1) year from April 17, 2007 to April 17, 2008 as per your offer on the referenced requirement.

It is important that we receive your faxed response no later than today Friday ,February 4, 2005. If agreeable to you, please sign below and fax it to us at (915) 541-4347.

We would also appreciate your returning an original signed copy of this letter to us at City of El Paso, Purchasing Department, Two Civic Center Plaza, El Paso, Texas 79901-1196.

Thank you for your understanding and cooperation.

Sincerely,
THE CITY OF EL PASO

Jesus M. Juarez
Jesus M. Juarez
Procurement Analyst
915-541-4317
juarezjm@ci.el-paso.tx.us

We hereby extend the validity of our offer in response to Solicitation #2003-069 to Date: April 17, 2008 for acceptance purposes.

Acknowledge: TRANSMOUNTAIN OIL CO 2/3/05
Company Name Date
By: Rita C. Aguilar Lubricants Mgr.
Print Name of Authorized Person Title
Rita C. Aguilar
Signature

**MOTION
MARCH 23, 2004**

Motion made, seconded and unanimously carried to award Bid No. 2004-097
Lubricants and Oil

Award to: Vendor 1: Big Bear Oil Company
El Paso, Texas
Item (s): #1 (ALL), #2A, 2B, and 2C, #3 (ALL),
#4 (ALL) #5 (ALL)
Amount: \$50,000.00 (estimated annually)

Vendor 2: Trans Mountain Oil Company
El Paso, Texas
Item (s): #2D, 2E, 2F, 2G, 2H and 2I
Amount: \$10,000.00 (estimated annually)

Department: Fleet Services
Funds available: 37370510-503121
Funding source: Fleet Services Internal Service Fund
Total award: \$180,000.00
District (s): All

The Fleet Services and Purchasing Departments recommend award as indicated to the lowest responsive offer meeting specifications, from responsible parties.

Vendor #1 offer the City the option to extend the term of the contract at the same unit prices for two (2) additional years if the option is exercised within one (1) year from the date of the award. Vendor also offers the City a prompt payment discount of 1% 10 days.

Vendor #2 offers the City the option to extend the term of the contract at the same unit prices for one (1) additional year if the option is exercised within one (1) year from the date of the award. Vendor also offers the City a prompt payment discount of 1% 10 days.

This is a Requirements Type Contract with an initial term of thirty-six (36) months.

Richarda Duffy Momsen, City Clerk

DATE: March 12, 2004
 TO: Municipal Clerk
 FROM: Byron E. Johnson, C.P.M.
Director of Purchasing x 4313
 THRU: Isabel F. Portillo
Bid Clerk ext. 4038

Byron E. Johnson

*ready
Jesus
3-26-04*

Please place the following item on the **CONSENT** agenda for the Council Meeting of **MARCH 23, 2004.**

Item should read as follows:

Bid No.:	2004-097	Lubricants and Oil
Award to:	Vendor 1:	Big Bear Oil Company
		El Paso, Texas
Item (s):		#1 (ALL), #2A, 2B, and 2C, #3 (ALL), #4 (ALL) #5 (ALL)
Amount:		\$50,000.00 (estimated annually)
	Vendor 2:	Trans Mountain Oil Company
		El Paso, Texas
Item (s):		#2D, 2E, 2F, 2G, 2H and 2I
Amount:		\$10,000.00 (estimated annually)
Department:		Fleet Services
Funds available:		37370510-503121
Funding source:		Fleet Services Internal Service Fund
Total award:		\$180,000.00
District (s):		All

The Fleet Services and Purchasing Departments recommend award as indicated to the lowest responsive offer meeting specifications, from responsible parties.

Vendor #1 offer the City the option to extend the term of the contract at the same unit prices for two (2) additional years if the option is exercised within one (1) year from the date of the award. Vendor also offers the City a prompt payment discount of 1% 10 days.

Vendor #2 offers the City the option to extend the term of the contract at the same unit prices for one (1) additional year if the option is exercised within one (1) year from the date of the award. Vendor also offers the City a prompt payment discount of 1% 10 days.

This is a Requirements Type Contract with an initial term of thirty-six (36) months.

Contact person: Jesus M. Juarez, Procurement Analyst at 541-4317.

 AGENDA FOR: MARCH 23, 2004

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OPTION TO EXTEND THE TERM OF THE AGREEMENT - PLEASE CHECK APPROPRIATE BOX
NOTE: *NOT AN AWARD FACTOR

The City at its sole discretion, may exercise any option to extend the term of the agreement, by giving the Contractor written notice within the time period noted on the selected options:

- One additional year at the same unit prices, if the option is exercised within:.
- Two additional years at the same unit prices, if the option is exercised within:

- A. One year from date of award of the contract. YES NO
- B. Two years from date of award of the contract. YES NO
- C. NO OPTION OFFERED

PROMPT PAYMENT:

Unless a prompt payment discount is offered and accepted by the City of El Paso, payments will be made to the Contractor within thirty (30) days following acceptance of goods or services, or receipt of a properly prepared invoice by the City Department identified in the Invoice Instructions set forth on the Purchase Order, whichever is later. Any discount for prompt payment will be calculated from the day goods or services are accepted or when a properly prepared invoice is received. Payments will be considered to have been made on the date of mailing (postmark) of the payment check or, for an electronic funds transfer, the specified payment date. Invoices to be submitted in single copy.

PAYMENT TERMS : Please mark appropriate block.

- 1 % - 10 Days
- _____ % - 20 Days
- _____ % - 30 Days
- Net - 30 Days

LATE PAYMENTS: Late Payment fees will incur at the State of Texas statutory rate.

BIDDER'S (COMPANY) NAME TRANS MOUNTAIN OIL Co.