

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

**DEPARTMENT:** General Services – Facilities Division

**AGENDA DATE:** 2/23/10

**CONTACT PERSON NAME AND PHONE NUMBER:** Stuart Ed, Director, General Service, (915) 621-6822  
Terrence Freiburg, Purchasing Manager (915) 541-4313

**DISTRICT(S) AFFECTED:** 7

**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 orders to Facility Connection through the use of TxMas contracts 3-7511A010, 3-7110400, 3-7110160 and 3-711050 for the purchase of office furnishings. These furnishing will be used to replace and renovate existing offices for the Street and Parks Department at the Municipal Service Center Operations Complex, (MSC-OPS) Building 1.

Total expenditures are \$117,895.94.

**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 is currently improving and upgrading the 50 year old MSC OPS complex which incorporates the operations offices of the Environment Services, Streets, and Parks Departments. The office improvements are a pro active action to upgrade the MSC-OPS facility in response to the recommendations found in the city's Facility Condition Assessment study. Once completed the MSC-OPS improvements will provide a more efficient work environment while addressing deferred maintenance.

**PRIOR COUNCIL ACTION:**

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

Yes.

**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?

14400100-508027-27265 – PCP09MF001 – Facility Rehabilitation

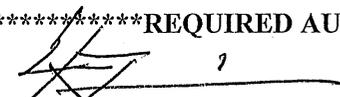
**BOARD / COMMISSION ACTION:**

Enter appropriate comments or N/A

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

**DEPARTMENT HEAD:**

*JR SEC.*



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

*Information copy to appropriate Deputy City Manager*



Dedicated to Outstanding Customer Service for a Better Community

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## Department Cooperative Purchase Memo

Re: Furniture for MSC Building 1 Renovation – TXMAS Contracts #3-7511A010, #3-7110400, #3-7110160, and #3-711050

The General Services - Building Division Department recommends utilizing TXMAS Contracts #3-7511A010, #3-7110400, #3-7110160 and #3-711050 to issue purchase orders totaling \$117,895.94 to Facilities Connection for office furnishings and equipment related to the MSC Building 1 Renovation. 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 office furnishings and equipment are key components for the renovation; it comprises the workstations and office furniture for the entire facility. Approximately 85 City staff from three Departments (Environmental Services, Parks, and Street Department) are awaiting the completion of Municipal Service Center renovations. The office furnishing and equipment installation are a high priority for the renovation in order to facilitate the occupancy.

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

Yes. The same office furniture that was installed at the MSC-ADM facility is being used for the MSC-OPS facility. LEED design principles were incorporated to maximize sustainability best practices and improved indoor work environment. The Facility Conditions Assessment of 2008 has recommended this standardization for newly remodeled City facilities.

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

Yes. Local vendors are supported. Facility Connection is a local woman-owned enterprise with a permanent local office and staff in El Paso. They are also a minority identified HUB vendor.

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

Yes. Facility Connections, has recently completed the MSC-ADM facility interior design and office furniture installation for the City. They have provided minor service maintenance as well as for several of the "Haworth" work stations through the City.

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 through TXMAS purchasing protocol that brings competitive bidding process to governmental entities across Texas.

The participation by the City of El Paso in the TXMAS Purchasing Program was approved by Mayor and City Council on February 27, 2007. The standard factors used to determine the use of a Cooperative Purchasing program were approved by City Council on June 24, 2008.

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  
Rachel Quintana

District 6  
Eddie Holguin Jr.

District 7  
Steve Ortega

District 8  
Beto O'Rourke

City Manager  
Joyce A. Wilson

### FINANCIAL SERVICES DEPARTMENT, PURCHASING DIVISION

Search TXMAS Contracts:

Rebates: Pursuant to Texas Government Code § 2155.510(b), rebates generated from TXMAS contract purchases made using federal funds must be reported to the federal funding agency for reporting and reconciliation purchases. Each quarter of the State's fiscal year, TXMAS contractors rebate .75% of their TXMAS sales to the State of Texas via the Texas Comptroller of Public Accounts (CPA). It is the purchasing entity's responsibility to report the amount of rebate using the above percent based on the total dollar value of the TXMAS purchase order.

Example: A purchasing entity receives and uses federal funds of \$50,000 to purchase items/services on a TXMAS contract. The purchasing entity must report to the federal fund-provider that a sales rebate of \$375 ( $\$50,000 * .75\% = \$375$ ) will be paid to the State of Texas by the TXMAS contractor.



**HUMANSCALE CORPORATION**  
**Contract TXMAS-3-7511A010**

On-Line Catalog/Order Processing

**OFFICE PRODUCTS/SUPPLIES AND SERVICES/NEW PRODUCTS/TECHNOLOGY**

Corporate Office:  
 HUMANSCALE CORPORATION  
 220 CIRCLE DRIVE NORTH  
 PISCATAWAY NJ 08854  
 USA

Send PO to:  
 HUMANSCALE CORPORATION  
 2651 NORTH HARWOOD DR., STE. #100  
 DALLAS TX 75210  
 USA  
 Vendor ID: 11127934252

Invoice From:  
 HUMANSCALE CORPORATION  
 10 IVERNESS DR. E #100  
 ENGLEWOOD CO 80112  
 USA  
 Vendor ID:

Delivery: 15 DAYS

FOB Point: DESTINATION

Terms: NET 30 DAYS

Remit To: HUMANSCALE CORPORATION  
 220 CIRCLE DRIVE NORTH  
 PISCATAWAY NJ 08854  
 USA  
 Vendor ID:

Vendor ID: 11127934252

Business Type: Small

DUNS #: 153500434

Effective: 4/1/2003

Expires: 3/15/2012

**CONTACT: BRAD CHENEY**  
 Phone 214-965-9232  
[BCHENEY@HUMANSCALE.COM](mailto:BCHENEY@HUMANSCALE.COM)

Note: Click on the column headings below to change the sort order. To search for a particular company, simultaneously press the "CTRL" and "F" keys, then type the word you are looking for and hit "Enter".

Search TXMAS Contracts:

Rebates: Pursuant to Texas Government Code § 2155.510(b), rebates generated from TXMAS contract purchases made using federal funds must be reported to the federal funding agency for reporting and reconciliation purchases. Each quarter of the State's fiscal year, TXMAS contractors rebate .75% of their TXMAS sales to the State of Texas via the Texas Comptroller of Public Accounts (CPA). It is the purchasing entity's responsibility to report the amount of rebate using the above percent based on the total dollar value of the TXMAS purchase order.

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**KRUEGER INTERNATIONAL, INC.**  
**Contract TXMAS-3-7110400**

On-Line Catalog/Order Processing

**OFFICE FURNITURE**

Corporate Office:  
 KRUEGER INTERNATIONAL, INC.  
 1330 BELLEVUE ST.  
 GREEN BAY WI 54308-8100  
 USA

Send PO to:  
 KRUEGER INTERNATIONAL, INC.  
 C/O LOCAL AUTHORIZED DISTRIBUTOR  
 P O BOX 8100  
 GREEN BAY WI 54308  
 USA  
 Vendor ID: 13913755891

Invoice From:  
 KRUEGER INTERNATIONAL, INC.  
 1330 BELLEVUE ST.  
 GREEN BAY WI 54302  
 USA  
 Vendor ID:

Delivery: 21-75 DAYS ARO

FOB Point: DESTINATION

Terms: NET 30 DAYS

Remit To: KRUEGER INTERNATIONAL, INC.  
 BIN 088  
 MILWAUKEE WI 53288-0088  
 USA  
 Vendor ID:

Vendor ID: 13913755891

Business Type: Small

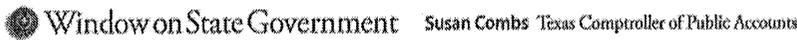
DUNS #: 032672651

Effective: 8/4/2003

Expires: 6/9/2014

**CONTACT: BART TURNER OR TERRY KACZMAREK**  
 Phone 800-454-9796

Note: Click on the column headings below to change the sort order. To search for a particular company, simultaneously press the "CTRL" and "F" keys, then type the word you are looking for and hit "Enter".



Search TXMAS Contracts:

Rebates: Pursuant to Texas Government Code § 2155.510(b), rebates generated from TXMAS contract purchases made using federal funds must be reported to the federal funding agency for reporting and reconciliation purchases. Each quarter of the State's fiscal year, TXMAS contractors rebate .75% of their TXMAS sales to the State of Texas via the Texas Comptroller of Public Accounts (CPA). It is the purchasing entity's responsibility to report the amount of rebate using the above percent based on the total dollar value of the TXMAS purchase order.

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**GROUPE LACASSE LLC**  
**Contract TXMAS-3-7110160**

On-Line Catalog/Order Processing

**OFFICE FURNITURE**

Corporate Office:  
 GROUPE LACASSE LLC  
 99 ST-PIERRE  
 ST-PIE, J0H 1WO QC  
 CANADA

Send PO to:  
 GROUPE LACASSE LLC  
 99 ST-PIERRE  
 ST-PIE, QUEBEC J0H 1WO

CANADA  
 Vendor ID: 13835042220

Invoice From:  
 GROUPE LACASSE LLC  
 99 ST-PIERRE  
 ST-PIE, QUEBEC J0H 1WO

CANADA  
 Vendor ID:

Delivery: LACASSE & AVENUE PRODUCTS: 70 DAYS ARO  
 UNITED CHAIR MODELS: 35 DAYS ARO

FOB Point: DESTINATION

Terms: NET 30 DAYS

Remit To: GROUPE LACASSE LLC  
 21553 NETWORK PLACE  
 CHICAGO IL 60673-1215  
 USA  
 Vendor ID:

Vendor ID: 13835042220

Business Type: Small

DUNS #: 004036778

Effective: 4/21/2003

Expires: 9/30/2011

**CONTACT: DANIELLE RICHER**  
 Phone 888-522-2773 x1124  
[DANIELLE.RICHER@GROUPELACASSE.COM](mailto:DANIELLE.RICHER@GROUPELACASSE.COM)

Note: Click on the column headings below to change the sort order. To search for a particular company, simultaneously press the "CTRL" and "F" keys, then type the word you are looking for and hit "Enter".

**Authorized Dealers**

<u>Dealer Name</u>	<u>City</u>	<u>State</u>	<u>Contract Number</u>	<u>Hub</u>	<u>Contact Info</u>
OFFICESOURCE, LTD.	SAN ANTONIO	TX	<u>TXMAS-3-7110160-1</u>	Yes Gender=F, Ethnicity=WO	PAULA DEERING 210-212-7742 <a href="mailto:PAULA@OFFICESOURCELTD.COM">PAULA@OFFICESOURCELTD.COM</a>
FACILITY INTERIORS, INC.	DALLAS	TX	<u>TXMAS-3-7110160-2</u>	Yes Gender=M, Ethnicity=BL	CHERYL STOWERS 713-585-7884 <a href="mailto:CHERYLS@FMGI.COM">CHERYLS@FMGI.COM</a>
BUSINESS INTERIORS OF TEXAS	CORPUS CHRISTI	TX	<u>TXMAS-3-7110160-3</u>	Yes Gender=F, Ethnicity=WO	JANET GRANGER 361-882-3456 <a href="mailto:JANETO@BITEXAS.COM">JANETO@BITEXAS.COM</a>
WILTON'S OFFICEWORKS	BRYAN	TX	<u>TXMAS-3-7110160-4</u>	Yes Gender=F, Ethnicity=WO	JEFF MONROE 979-268-0062 <a href="mailto:JMONROE@WILTONS.COM">JMONROE@WILTONS.COM</a>



Search TXMAS Contracts:

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**HAWORTH, INC.**  
**Contract TXMAS-3-711050**

On-Line Catalog/Order Processing

**Office Furniture**

Corporate Office:  
HAWORTH, INC.  
ONE HAWORTH CENTER  
HOLLAND MI 49423  
USA

Send PO to:  
HAWORTH, INC.  
ONE HAWORTH CENTER  
HOLLAND MI 49423  
USA  
Vendor ID: 13860530933

Invoice From:  
HAWORTH, INC.  
ONE HAWORTH CENTER  
HOLLAND MI 49423  
USA  
Vendor ID:

Delivery: RUSH-14 DAYS MAX  
NORMAL-77 DAYS MAX

FOB Point:

Terms: NET 30

Remit To: HAWORTH, INC.  
ONE HAWORTH CENTER  
HOLLAND MI 49423  
USA  
Vendor ID:

Vendor ID: 13860530933

Business Type: Small

DUNS #: 072595457

Effective: 12/17/2002  
Expires: 5/31/2010

**CONTACT:** DALE HALVORSON  
Phone 214-231-7105  
[DALE.HALVORSON@HAWORTH.COM](mailto:DALE.HALVORSON@HAWORTH.COM)

Note: Click on the column headings below to change the sort order. To search for a particular company, simultaneously press the "CTRL" and "F" keys, then type the word you are looking for and hit "Enter".

**Authorized Dealers**

<u>Dealer Name</u>	<u>City</u>	<u>State</u>	<u>Contract Number</u>	<u>Hub</u>	<u>Contact Info</u>
FURNITURE MARKETING GROUP, INC.	DALLAS	TX	<u>TXMAS-3-711050-1</u>	No	PATTY SHADDOX 214-556-4700 <a href="mailto:PATTYS@FMGI.COM">PATTYS@FMGI.COM</a>
FURNITURE MARKETING GROUP OF AUSTIN	DALLAS	TX	<u>TXMAS-3-711050-2</u>	No	ROBERT KEETON 512-908-4600 <a href="mailto:ROBERTK@FMGI.COM">ROBERTK@FMGI.COM</a>
THE SPENCER COMPANY	DALLAS	TX	<u>TXMAS-3-711050-4</u>	Yes Gender=F, Ethnicity=WO	REX MILLER 214-237-6844 <a href="mailto:rex@spencer-furniture.com">rex@spencer-furniture.com</a>
FACILITY INTERIORS INC	DALLAS	TX	<u>TXMAS-3-711050-5</u>	Yes Gender=M, Ethnicity=BL	CHARLES GRIGGSBY 972-392-1852 x222 <a href="mailto:charlesg@fiinc.com">charlesg@fiinc.com</a>
FACILITIES CONNECTION	EL PASO	TX	<u>TXMAS-3-711050-6</u>	Yes Gender=F, Ethnicity=HI	PATRICIA HOLLAND-BRANCH 915-833-2898 <a href="mailto:phbranch@facilitiesconnection.com">phbranch@facilitiesconnection.com</a>