

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

**DEPARTMENT:** Financial Services

**AGENDA DATE:** March 22, 2011

**CONTACT PERSON/PHONE:** Michael Hill – Director, Health (915) 771-5702  
Liza Ramirez-Tobias- Financial Services (915) 541-4074  
Bruce Collins – Purchasing Manager (915) 541-4313

**DISTRICT(S) AFFECTED:** 6

**SUBJECT:**

Request that the Purchasing Manager for Financial Services, Purchasing Division be authorized to exercise the City's option to extend the current Lease (Building Space Rental – San Elizario WIC Clinic, RFP # 2005-084R) with Carlos Martinez for three (3) additional years, pursuant to the provisions to an award approved by City Council on February 8, 2005. Contract Period is April 1, 2011 to March 31, 2014.

Estimated Annual Expenditures: \$18,278.40  
Total Estimated Expenditures: \$54,835.20 for three (3) additional years

**BACKGROUND / DISCUSSION:**

The Health Department is recommending the extension of the above contract. WIC has been in this facility since March 1993. The lease specification and lease terms remain the same. This will allow WIC to continue providing services for participants at the San Elizario WIC Clinic to over 22,200 clients annually. WIC services include nutrition education, breastfeeding promotion and counseling to enhance good health care services and provide supplemental food instruments, at no cost to low-income pregnant. Breastfeeding and postpartum women, infants and children identified to be at nutritional risk, who meet an income guideline and reside in El Paso or Hudspeth counties.

**PRIOR COUNCIL ACTION:**

Yes. Solicitation No., 2005-084R, Building Space Rental-San Elizario WIC Clinic, was originally awarded on 02/08/2005. First option to extend exercised on April 8, 2008.

**AMOUNT AND SOURCE OF FUNDING:**

Department: Health Department  
Amount: \$54,835.20  
Funds Available: 4115011-502400-06341-G411AD  
4115011- 502400-06343-G411NE

Funds Source: WIC Admin & WIC Nutrition – Texas Department of State Health Services (DSHS)

**BOARD / COMMISSION ACTION:**

CARE recommends approval

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\*\*\*\*\*AUTHORIZATION\*\*\*\*\*

**DEPARTMENT HEAD:** \_\_\_\_\_

**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 **MARCH 22, 2011**.

Request that the Purchasing Manager for Financial Services, Purchasing Division be authorized to exercise the City's option to extend current Contract 2005-084R Building Space Rental-San Elizario WIC Clinic with Carlos Martinez for three (3) additional years pursuant to the provisions of an award approved by the City Council on February 8, 2005. The extended contract period will be from April 1, 2011 to March 31, 2014.

Department:	Public Health
Vendor Location:	El Paso, Texas
Option:	Two [of Two]
Annual Estimated Amount:	\$18,278.40
Total Estimated Amount:	\$54,835.20 (3 years)
Funding Source:	WIC Administration & WIC Nutrition-Building Leases
District(s):	6

This is an RFP, services contract.

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

Leased Facility Location: 12004 Socorro Road, San Elizario, Texas 79849

**MOTION**  
**FEBRUARY 8, 2005**

Motion made by Representative Cobos, seconded by Representative Cobos and unanimously carried to award Request For Proposal Solicitation No. 2005-084R Building Space Rental-San Elizario WIC Clinic

Award to:	Carlos Martinez El Paso, TX
Item (s):	All
Amount:	\$59,731.20 (3 years)
Department:	City-County Health Environmental Health District
Funds available:	41150011-05530-502400 Project G4105WCADMN
Funding source:	Health Administration (05), Building Leases, TDH WIC
Total award:	\$169,401.60 (9 years)
<b>District (s):</b>	<b>6</b>

City-County Health and Purchasing recommend award as indicated, Carlos Martinez submitted the only proposal and their proposal meets the specifications.

Additional, it is requested authorization for City staff to negotiate, City Attorney's Office to review, and the City Manager and/or Mayor be authorized to execute any related contract documents and agreements necessary during the contract.

This is a three-year contract, with the option to renew, an additional two (2), three (3) year periods.

Representative Lozano was not present for the vote.

Richarda Duffy Momsen, City Clerk