

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

DEPARTMENT: PUBLIC HEALTH DEPARTMENT

AGENDA DATE: April 8, 2008

CONTACT PERSON/PHONE: DR. ROBERT GALVAN, TERRENCE FREIBURG
PURCHASING MANAGER, 541-4313

DISTRICT(S) AFFECTED: ALL

SUBJECT:

Request that the Purchasing Manager for Financial Services, Purchasing Division be authorized to exercise the City's option to extend the current Building Space Rental – San Elizario WIC Clinic contract with Carlos Martinez for three (3) additional years, pursuant to the provisions to an award approved by City Council on February 8, 2005.

BACKGROUND / DISCUSSION:

To continue providing services for participants at the San Elizario WIC Clinic to over 1,900 clients a month. To provide supplemental food instruments, nutrition education, and counseling to enhance good health care at no cost to low-income pregnant and postpartum women, infants and children identified to be at nutritional risk.

PRIOR COUNCIL ACTION:

Yes, prior Lease Agreement.

AMOUNT AND SOURCE OF FUNDING:

\$54,835.20 for a three year period

Department Code: 41150011

Account No.: 502400

Grant No. : G4108AD

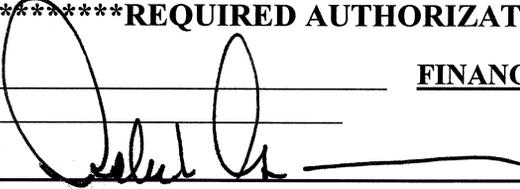
Fund Code: 06330

BOARD / COMMISSION ACTION:

N/A

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

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

DEPARTMENT HEAD: 

APPROVED FOR AGENDA:

CITY MANAGER: _____

DATE: _____

DATE: March 20, 2008

TO: Municipal Clerk

FROM: Terrence Freiberg

Ray Heredia

Financial Services, Purchasing Division

Procurement Analyst

Please place the following item on the CONSENT City Council Agenda of **APRIL 8, 2008**.

Item should read as follows:

Request that the Purchasing Manager for Financial Services, Purchasing Division be authorized to exercise the City's option to extend the current Building Space Rental – San Elizario WIC Clinic contract 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 April 1, 2008 to March 31, 2011.

OPTION NO.: ONE [OF TWO] _____

AMOUNT OF AWARD: \$54,836.64 _____

ACCOUNT NO: 41150011-502400-06330 Project G4108AD

FUNDING SOURCE: WIC Administration- Building Leases

DEPARTMENT: Public Health _____

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

ITEM NO. _____

**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)
District (s):	6

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

JOHN COOK
MAYOR

JOYCE WILSON
CITY MANAGER

THIRRENCE FRIEDLICH
PURCHASING MANAGER



CITY COUNCIL
ANN MORGAN LILLY, DISTRICT 1
SUSANNAH M. BYRD, DISTRICT 2
VACANT, DISTRICT 3
MELINA CASTRO, DISTRICT 4
RACHEL QUINTANA, DISTRICT 5
EDDIE HOLGUIN JR., DISTRICT 6
STEVE ORTEGA, DISTRICT 7
BETO O'ROURKE, DISTRICT 8

FINANCIAL SERVICES, PURCHASING DIVISION

Date: March 25, 2008

Carlos Martinez
6283 Los Bancos
El Paso, Texas 79912
Via Facsimile: 915-851-0979

REF: SOLICITATION 2005-084R BUILDING SPACE RENTAL SAN ELIZARIO WIC CLINIC

Dear Mr. Martinez:

The City awarded a thirty-six (36) month lease to you in February, 2005 pursuant to Solicitation 2005-084R. The Lease Agreement in Section 2 allows the City to extend the lease for an addition three (3) year term "at of before the conclusion of the additional terms."

The City is requesting that you extend the deadline for three (3) weeks (until April 22, 2008) so the City may exercise the option to extend the lease term for three (3) additional years until March 31, 2011.

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

Thank you for your understanding and cooperation.

Sincerely,
THE CITY OF EL PASO

Ray Heredia
Procurement Analyst
915-541-4316

The hereby extend the period for the City to exercise its three (3) year lease option for an additional three (3) weeks (April 22, 2008)

By: CARLOS C MARTINEZ President
Print Name of Authorized Person Title

Carlos C Martinez
Signature

El Paso

Two Civic Center Plaza • El Paso, Texas 79901-1196 • (915) 541-4316 • FAX (915) 541-4347