

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

DEPARTMENT: Municipal Clerk

AGENDA DATE: April 24, 2012

CONTACT PERSON/PHONE: Richarda Momsen, Municipal Clerk 541-4128
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.

Municipal Clerk recommends the two year extension with Ruiz Protective Services Contract No. 2009-109 for guard services.

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?

Municipal Clerk has reviewed contract 2009-109 with Ruiz Protective Service, Inc. and recommends the extension for an additional two years prior to the expiration of the original term of Contract at the same unit price of \$9.93 for an estimated annual amount of \$258,855.24 for a two year total of \$517,710.48. The City of El Paso awarded the guard services contract at Municipal Clerk to Ruiz Protective Services, Inc. for 36 months starting on May 1, 2009.

SELECTION SUMMARY:

Exercising this option would meet the following threshold considerations (i) funds available; (ii) requirement fills and existing city need; (iii) informal analysis of price indicates the option price is better than available market prices or the most advantageous current offer, and; (iv) Vendor's performance meets or exceeds a "7-8" performance rating. Based upon our evaluation of above factors, Purchasing Division recommends exercising the available option.

PRIOR COUNCIL ACTION:

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

The City of El Paso awarded the Best Value contract at Municipal Clerk to Ruiz Protective Services, Inc. for 36 months starting on May 1, 2009 with the option of a two year extension.

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?

11153060-502212-16011-32000 – Municipal Clerk Security Fund

BOARD / COMMISSION ACTION:

Enter appropriate comments or N/A

N/A

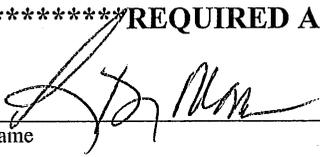
*****REQUIRED AUTHORIZATION*****

DEPARTMENT HEAD:

Name

Signature

Date



4/9/12

**COUNCIL PROJECT FORM
(CONTRACT EXTENSION)**

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

Please place the following item on the **REGULAR** agenda for the Council Meeting of **April 24, 2012**.

Discussion and action on the request that the Purchasing Manager for Financial Services, Purchasing Division be authorized to exercise the City's option to extend current Contract 2009-109 Security – Municipal Court with Ruiz Protective Service, Inc for two (2) additional years pursuant to the provisions of an award approved by the City Council on May 12, 2009. The extended contract period will be from June 1, 2012 to May 31, 2014.

Department: Municipal Clerk
Award to: Ruiz Protective Services, Inc.
10939 Shady Trail Suite A, Dallas, Texas 75220
Option: One [of One]
Annual Estimated Amount: \$258,855.24
Total Estimated Amount: \$517,710.48 (2 years)
Account No.: 11153060-502212-16011-3200
Funding Source: Municipal Court Security Fund
District(s): All

This is a Best Value, services contract.

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

Dedicated to Outstanding Customer Service for a Better Community

S E R V I C E S O L U T I O N S S U C C E S S



To: Financial Services – Purchasing Division

From: Luz Marquez, Municipal Court
Administrative Manager

Luz E. Marquez
Authorized Signature

Date: April 5, 2012

Re: Solicitation No. 2009-109 Security – Municipal Court

Municipal Clerk recommends authorizing the Option to Extend Security for Municipal Court for 2 additional years. Exercising this option would meet the following threshold considerations:

1. Are funds available for this Option to Extend?

Yes

2. Does the Requirement covered by this option fill an existing need of the City?

Yes

3. Does the option price better than current available market price?

Yes, see item #4 below.

4. Is the time between award of the contract and exercising the option so short that the market indicates the option is the lowest price obtainable through competition or most advantageous offer?

Yes, formal analysis of prices indicates the option price is better than available market prices or the most advantageous offer due to pricing being held to 2009 price point.

5. Is the attached Vendor Performance form show the vendors' performance to be "7-8" or higher?

Yes, the vendor received an overall "Good" performance rating or 7-8.

The standard factors used to determine the validity of the Exercising Optional Extensions pertaining to City Contracts for Goods and Services was presented to the Legislative Review Committee for Finance, Internal Audit, and Engineering on March 15, 2012.



Two Civic Center Plaza
El Paso, TX 79901
(915) 541-0000

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John F. Cook

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District 4
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District 5
Rachel Quintana

District 6
Eddie Holguin Jr.

District 7
Steve Ortega

District 8
Beto O'Rourke

City Manager
Joyce A. Wilson

VENDOR PERFORMANCE REPORT

CONTRACT NUMBER AND TITLE: 2009-109 SECURITY - MUNICIPAL COURT

COMPANY CONTACT INFORMATION

COMPANY/OWNER'S NAME	Hector Ruiz		
COMPANY ADDRESS	5530 E. Paisano, El Paso, TX 79905		
POINT OF CONTACT E-MAIL ADDRESS	Joanne Morales, E-mail Address joanne@ruizservices.com		
PHONE/FAX NUMBERS	PHONE	915-532-6300	FAX 915-613-3884
CONTRACT AMOUNT (\$)	\$776,565.72		
% COMPLETED / COMPLETED	94%		
ESTIMATED COMPLETION DATE	31-May-12		

TECHNICAL PERFORMANCE

FACTORS/RATINGS	"PLUS" (11+)	"EXCELLENT" (9-10)	"GOOD" (7-8)	"FAIR" (5-6)	"POOR" (3-4)	"UNSATISFACTORY" (0-2)	NOT APPLICABLE (N/A)
Completion of major tasks/ milestones/ deliverables on schedule.			X				
Responsiveness to changes in technical direction.			X				
Ability to identify risk factors and alternatives for alleviating risk.			X				
Ability to identify and solve problems expeditiously.			X				
Ability to deliver goods or services accordance with specification			X				
Ability to employ standard tools/methods.			X				

MANAGEMENT PERFORMANCE

FACTORS/RATINGS	"PLUS" (11+)	"EXCELLENT" (9-10)	"GOOD" (7-8)	"FAIR" (5-6)	"POOR" (3-4)	"UNSATISFACTORY" (0-2)	NOT APPLICABLE (N/A)
Overall communication with staff.			X				
Effectiveness and reliability of Contractor's Key Personnel			X				
Ability to recruit and maintain qualified personnel.			X				
Ability to manage multiple and diverse projects/tasks from planning through execution.			X				
Ability to effectively manage subcontractors.			X				
Ability to accurately estimate and control cost to complete tasks.			X				
Overall performance in planning, scheduling, and monitoring.			X				
Ability to resolve problems			X				
Use of management tools (e.g. cost/schedule, task management tools).			X				

CONTRACT ADMINISTRATION

FACTORS/RATINGS	YES	NO
Was the project completed on schedule? If not, how late was it: ___ < 30 days; ___ <60 days; ___ < 90 days; ___ > 90 days	X	
Did the contractor submit unnecessary Change Order requests?	N/A	
Were contractor proposals for Change Orders reasonably priced?	N/A	
Were there any claims?		X
Compliance with labor laws	X	
Compliance with safety requirements	X	
Given a choice, would you do business with this contractor again?	X	

Report completed by: Luz Emilia Marquez

Phone: 915-546-2950

Department Director: Richarda Momsen

Phone: 915-541-4128

MOTION
MAY 12, 2009

Motion made by Representative Ortega, seconded by Mayor Pro Tempore Byrd, and unanimously carried to **AWARD** Solicitation No. 2009-109 (Security - Municipal Court) to Ruiz Protective Service, Inc. for a total estimated amount of \$776,565.72.

Department:	Municipal Clerk
Award to:	Ruiz Protective Service, Inc. El Paso, TX
Items:	All
Annual Estimated Amount:	\$258,855.24
Option:	Two years
Account No.:	11150051 – 502212 – 01101
Funding Source:	Municipal Clerk Security Contracts, Dedicated Revenue Funds
Total Estimated Award:	\$776,565.72 (Total amount for the 3-year period)

This is a thirty-six month requirements type contract.

The Departments of Financial Services, Purchasing Division, and Municipal Court recommend award to Ruiz Protective Service, Inc., the vendor offering the best value bid.

Richarda Duffy Momsen, City Clerk