

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

DEPARTMENT: General Services
AGENDA DATE: TBD by Financial Services
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 2004-102 for two years. This contract is for suspension and steering parts. Main Auto Parts has Group I. Border International has Group II. Both vendors offered a two-year extension. Estimated annual expenditures are \$20000 per year per vendor.

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?

City Council awarded the original contract in April 2004. This request is to extend the terms for an additional two years

PRIOR COUNCIL ACTION:

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

Yes, numerous parts contracts and extensions.

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?

45202-37370510-503121, Fleet Services Internal Service Fund.

BOARD / COMMISSION ACTION:

Enter appropriate comments or N/A

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

DEPARTMENT HEAD:

Jeffrey A Belles 4/6/2006

(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: April 11, 2006
TO: Municipal Clerk
FROM: Carmen Arrieta-Candelaria *ca*
Chief of Financial Services, ext. 4011
THRU: Aurora Wells
Bid Clerk ext. 4038

Please place the following item on the **CONSENT** agenda for the Council Meeting of **APRIL 25, 2006**.

Item should read as follows:

Request that the Director of the Financial Services Department be authorized to exercise the City's option to extend the term of the agreement for two (2) additional years, from April 24, 2007 to April 24, 2009 pursuant to the provisions of Contract 2004-102-C1 & C2 with Main Auto Parts (C1), El Paso Texas & Border International Trucks (2), El Paso, Texas for Suspension & Steering Systems & Related Products.

Option No.: ONE [OF ONE]
Amount of Award: \$80,000.00 (total for two year extension)
(\$40,000.00 per vendor for two year extension)
Account No's: 37370510-503121-45202
Funding Source: Fleet Service Internal Service Fund
Department: General Services-Fleet Division

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

AGENDA FOR: **APRIL 25, 2006**

DATE: April 10, 2006

TO: Municipal Clerk

FROM: Carmen Arrieta-Candelera *CAC* / Jesus M. Juarez *JM*

Financial Services-Purchasing Division (915) 541-4308/4317

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

Item should read as follows:

Request that the Director of the Financial Services Department be authorized to exercise the City's option to extend the term of the agreement for two (2) additional years, from April 24, 2007 to April 24, 2009 pursuant to the provisions of Contract 2004-102-C1 & C2 with Main Auto Parts (C1), El Paso Texas & Border International Trucks (2), El Paso, Texas for Suspension & Steering Systems & Related Products

OPTION NO.: ONE [OF ONE]

AMOUNT OF AWARD: \$80,000.00 (total for two year extension) (\$40,000.00 per vendor for two year extension)

ACCOUNT NOS: 37370510-503121-45202

FUNDING SOURCE: Fleet Service Internal Service Fund

DEPARTMENT: General Services-Fleet Division

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

ITEM NO. _____

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.

Bidder offers the City the option of extending the term of the contract for:

- 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.

- % - 10 Days
- 2% - 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 Main Auto Parts

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PAYMENT TERMS : Please mark appropriate block.

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- _____ % - 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 Border International trucks

**MOTION
MARCH 30, 2004**

Motion made, seconded and unanimously carried to award Bid No. 2004-102
Suspension & Steering System & Related Products

Award to: Vendor 1: Main Auto Parts
El Paso, Texas
Item (s): Group I, all items
Amount: \$25,000.00 (estimated annually)

Vendor 2: Border International Trucks
El Paso, Texas
Item (s): Group II, all items
Amount: \$25,000.00 (estimated annually)

Department: Fleet Services
Funds available: 37370510-503121
Funding source: Fleet Service Internal Service Fund
Total award: \$150,000.00
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 and #2 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 two (2) years from the date of the award.

Vendor #1 also offers the city a prompt payment discount of 20% ten days.
This is a Requirements Type Contract with an initial term of Thirty-Six (36) months.

Richarda Duffy Momsen, City Clerk