

DATE: April 15, 2005
TO: Municipal Clerk
FROM: Byron E. Johnson, C.P.M. 
Director of Purchasing x 4313
THRU: Aurora Wells
Bid Clerk ext. 4038

Please place the following item on the **CONSENT** agenda for the Council Meeting of **APRIL 26, 2005**.

Item should read as follows:

Request Council to declare Tennant Company as sole source for "Tennant Warranty Maintenance & Support", including emergency warranty parts support and to authorize the Director of Purchasing to issue purchase orders as the need arises to Tennant Company, until such time that Tennant Company is no longer the sole source.

Tennant Company is the sole manufacturer of Tennant, Nobles and Castex products and they are the only source that can provide factory warranties for these products, and that can provide factory level warranty maintenance. The City of El Paso owns Tennant Company street sweepers, including runway sweepers, and requires warranty maintenance and parts support for this equipment. This equipment is essential for the safe operation of the El Paso International Airport. To keep the equipment operational, they must be on a routine preventive maintenance program.

Furthermore, it is requested that staff be authorized to negotiate, the City Attorney's Office to review and that the City Manager execute any additional documents and/or agreements as necessary. Funds for this expenditure shall be made available through various City funding sources.

Department: Department of Aviation
Funds Available: 62620003-503121
Funding Source: Airport Operating Fund
Amount: \$100,000 (annual estimate)
District(s): District 3 (2005-197)

Contact person: Enrique Acosta Jr., Procurement Analyst at 541-4267.

AGENDA FOR: **APRIL 26, 2005**

**CITY OF EL PASO, TEXAS
REQUEST FOR COUNCIL ACTION (RCA)**

DEPARTMENT: Purchasing Department

AGENDA DATE: April 26, 2005

CONTACT PERSON/PHONE: Enrique Acosta, A.P.P. – Procurement Analyst, 541-4321

DISTRICT(S) AFFECTED: 3

SUBJECT:

Request Council to declare Tennant Company as sole source for “Tennant Warranty Maintenance & Support”, including emergency warranty parts support and to authorize the Director of Purchasing to issue purchase orders as the need arises to Tennant Company, until such time that Tennant Company is no longer the sole source.

BACKGROUND / DISCUSSION:

Tennant Company is the sole manufacturer of Tennant, Nobles and Castex products and they are the only source that can provide factory warranties for these products, and that can provide factory level warranty maintenance. The City of El Paso owns Tennant Company street sweepers, including runway sweepers, and requires warranty maintenance and parts support for this equipment. This equipment is essential for the safe operation of the El Paso International Airport. To keep the equipment operational, they must be on a routine preventive maintenance program.

PRIOR COUNCIL ACTION:

Various contracts awarded by City Council with Tennant Company for proprietary parts.

AMOUNT AND SOURCE OF FUNDING:

Airport Operating Funds will fund the Airport's purchases in the estimated sum of \$100,000 dollars annually. Funding is available in 62620003-503121.

BOARD / COMMISSION ACTION:

N/A

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

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

DEPARTMENT HEAD: _____

(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: _____

PURCHASING DEPARTMENT

TO: Municipal Clerk
FROM: Byron E. Johnson, C.P.M.
Director of Purchasing
THRU: Enrique Acosta, A.P.P.
Procurement Analyst
DATE: April 13, 2005



Please place the following item on the CONSENT COUNCIL AGENDA for the Council Meeting of Tuesday, April 26, 2005.

Item should read as follows:

Request Council to declare Tennant Company as sole source for "Tennant Warranty Maintenance & Support", including emergency warranty parts support and to authorize the Director of Purchasing to issue purchase orders as the need arises to Tennant Company, until such time that Tennant Company is no longer the sole source.

Tennant Company is the sole manufacturer of Tennant, Nobles and Castex products and they are the only source that can provide factory warranties for these products, and that can provide factory level warranty maintenance. The City of El Paso owns Tennant Company street sweepers, including runway sweepers, and requires warranty maintenance and parts support for this equipment. This equipment is essential for the safe operation of the El Paso International Airport. To keep the equipment operational, they must be on a routine preventive maintenance program.

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MUNICIPAL CLERK'S USE: ITEM NO. _____



EL PASO INTERNATIONAL AIRPORT

TO: Enrique Acosta
Purchasing Department

TO: Alan Jones *(Signature)*
Assistant Director of Aviation
Operations & Security

FROM: Joe Lugo *(Signature)*
Airport Maintenance Superintendent

DATE: April 14, 2005

**SUBJECT: SOLE SOURCE WARRANTY SERVICES FROM
TENNANT COMPANY**

RECOMMENDATION

Award the purchase of warranty service to Tennant Company as sole source.

This is a sole source purchase request as no other type of services are suitable or are allowed for equipment to be purchased for the Department of Aviation and for equipment from other City departments that is still under warranty. These warranty services can only be obtained from this vendor and manufacturer. Use of another firm to provide maintenance and repairs for equipment still under warranty shall void the Tennant Company's warranty on the equipment.



April 13, 2005

ATTEN: Enrique Acosta
CUSTOMER: City of El Paso
ADDRESS: #2 Civic Center Plaza 7th Fl. Purchasing Dept.
CITY STATE ZIP: El Paso, TX 79901

Dear Enrique:

At your request, below is an updated "Sole Source" statement for your use in setting up purchase orders for TENNANT parts and services.

"TENNANT COMPANY is the sole source manufacturer of TENNANT, NOBLES and CASTEX machines and repair and maintenance parts. TENNANT, NOBLES and CASTEX machines and repair and maintenance parts are sold through TENNANT COMPANY's wholly owned subsidiary, TENNANT SALES AND SERVICE COMPANY. TENNANT SALES AND SERVICE COMPANY is the sole source to repair and maintain machines and covered under the TENNANT COMPANY warranty."

All maintenance and repairs shall be done from 11401 Jim Ferriel, El Paso, Texas 79936. This is the only location that does maintenance and repairs for the Greater El Paso Area.

In addition to providing service to TENNANT equipment, we also offer repair service and Planned Maintenance Service to comparable competitive commercial and industrial equipment. If there are any other questions or concerns I may help with, please do not hesitate to call me at the 800 number or fax me at the fax number below my signature.

Sincerely,

Stacey Conzet
Service Administrator
1-800-553-8033, Ext. 2258
FAX 763-540-1605

*701 North Lilac Drive, Mpls., MN 55422 or P.O. Box 1452, Mpls., MN, 55440
(Remittance Address: P.O. Box 71414, Chicago, IL 60694-1414)*