

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

DEPARTMENT: El Paso Police Dept

AGENDA DATE: April 27, 2010

CONTACT PERSON NAME AND PHONE NUMBER:

Asst. Chief Eric Shelton (915) 564-7301
Carmen Arrieta-Candelaria CFO (915) 541-4293

DISTRICT(S) AFFECTED: 5

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.

That the Purchasing Manager be authorized to issue a Purchase Order to Howell Business Svcs, in the estimated amount of \$246,849.39 utilizing TXMAS contract #6-71111060-3 for the purchase of furniture for the entire Pebble Hills Regional Command.

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?

The proposed purchase of furniture is to replace old, broken, used up furniture for the entire Pebble Hills Regional Command. Currently, the facility has several different modular furniture set ups throughout the station. Purchasing the same modular furniture for the entire station will provide a common base configuration.

PRIOR COUNCIL ACTION:

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

N/A

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?

Department: El Paso Police Dept
Amount: \$246,849.39
Funds Available: #21150060-16371-21000-P500231-508009
Fund Source: Confiscated Funds

BOARD / COMMISSION ACTION:

Enter appropriate comments or N/A

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

DEPARTMENT HEAD:

(If Department Head Summary Form is initiated by Purchasing, client department should sign also)

Information copy to appropriate Deputy City Manager

**FINANCIAL SERVICES DEPARTMENT, PURCHASING DIVISION
PROJECT FORM**

DATE: April 15, 2010



TO: Municipal Clerk

FROM: Carmen Arrieta-Candelaria
Chief Financial Officer, ext. 4011

Deniese Baisley
Procurement Analyst, ext. 4263

Please place the following item on the CONSENT Agenda of April 27, 2010

Item should read as follows:

Request that the Purchasing Manager, Financial Services, Purchasing Division, be authorized to issue a Purchase Order (s) to Howell Business Services Inc. dba: Business Interiors, under the State's TXMAS Contract No. 6-71111060-3 to purchase HON furniture for the El Paso Police Department – Pebble Hills Regional Command Center for the total estimated amount of \$246,849.39. The participation by the City of El Paso in the TPASS Cooperative Purchasing Program was approved by Mayor and City Council on February 27, 2007.

Department: Police
Total Amount: \$246,849.39
Funding Sources: Confiscated Funds
District(s): 5

COUNCIL APPROVED REJECTED MUNICIPAL CLERK _____

APPROVED:

COUNCIL MEETING DATE: April 27, 2010

Carmen Arrieta-Candelaria, CFO
Financial Services Department

cc: Bid File

Dedicated to Outstanding Customer Service for a Better Community

SERVICE SOLUTIONS SUCCESS



Department Cooperative Purchase Memo

Re: REQ 2010001974 (Howell Business)

The Police Department recommends utilizing Texas Multiple Award Schedule (TXMAS) contract number 6-71111060-3 (Hon furniture) to issue a \$246,849.39 purchase order to Howell Business Services (Business Interiors) to purchase furniture for the Pebble Hills Regional Command at 10780 Pebble Hills. The following are the factors used to evaluate the use of this procurement program as the best approach:

1. *Is there an urgent need for the product/service? In other words, is time of the essence?*

Yes. A separate purchase request is being made in conjunction with this order for the re-wiring of phone and network data lines. The cabling has to be installed while the modular furniture is being assembled.

2. *Does the purchase through the Program promote the standardization of equipment?*

Yes. Currently, the facility has several different modular furniture set ups throughout the station. Purchasing the same modular furniture for the entire station will provide a common base configuration.

3. *Does the purchase through the Program support local business? If not, is there a comparable product/service available locally?*

Yes, local business is supported. Howell Business Services is a local business.

4. *Do the available vendors have prior work experience and/or familiarity with the City?*

Yes. Howell Business Services has sold and installed furniture at other police facilities within the last two years. Most recently they provided furniture for the Central Regional Command and the Northeast Regional Command.

5. *Is the pricing reasonable as compared to other similar products/work performed for the City of El Paso in the past or as quoted from other companies?*

Price reasonableness has been established because the cooperative purchasing agency used a competitive bidding process in the awarding of the contract.

The participation by the City of El Paso in the Texas Procurement and Support Services (TPASS) Cooperative Purchasing Program was approved by Mayor and City Council on February 27, 2007. The standard factors used to determine the use of a Cooperative Purchasing Program were approved by City Council on June 24, 2008.

FINANCIAL SERVICES DEPARTMENT, PURCHASING DIVISION

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John F. Cook

City Council

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Ann Morgan Lilly

District 2
Susannah M. Byrd

District 3
Emma Acosta

District 4
Carl L. Robinson

District 5
Rachel Quintana

District 6
Eddie Holguin Jr.

District 7
Steve Ortega

District 8
Beto O'Rourke

City Manager
Joyce A. Wilson

Chief of Police
Gregory K. Allen



Susan Combs Texas Comptroller of Public Accounts

Search TXMAS Contracts: Search

Rebates: Pursuant to Texas Government Code § 2155.510(b), rebates generated from TXMAS contract purchases made using federal funds must be reported to the federal funding agency for reporting and reconciliation purchases. Each quarter of the State's fiscal year, TXMAS contractors rebate .75% of their TXMAS sales to the State of Texas via the Texas Comptroller of Public Accounts (CPA). It is the purchasing entity's responsibility to report the amount of rebate using the above percent based on the total dollar value of the TXMAS purchase order.

Example: A purchasing entity receives and uses federal funds of \$50,000 to purchase items/services on a TXMAS contract. The purchasing entity must report to the federal fund-provider that a sales rebate of \$375 ($\$50,000 * .75\% = \375) will be paid to the State of Texas by the TXMAS contractor.



BUSINESS INTERIORS
Contract TXMAS-6-71111060-3

Dealer for:

THE HON COMPANY**On-Line Catalog/Order Processing****SPECIAL USE FURNITURE**

Corporate Office:
 THE HON COMPANY
 200 OAK STREET
 MUSCATINE IA 52761
 USA

Send PO to:
 BUSINESS INTERIORS
 28 CONCORD SUITE C
 EL PASO TX 79906
 USA

Vendor ID: 17425753542

Invoice From:
 BUSINESS INTERIORS
 28 CONCORD SUITE C
 EL PASO TX 79906
 USA

Vendor ID:

Delivery: 60 DAYS ARO

FOB Point: DESTINATION

Terms:

Remit To: BUSINESS INTERIORS
 28 CONCORD SUITE C
 EL PASO TX 79906
 USA

Vendor ID:

Vendor ID: 17425753542

Business Type: Small

DUNS #: 782216105

Effective: 5/10/2006

Expires: 3/26/2011

CONTACT: EDWARD HOWELL
 Phone 915-591-9393
ed.howell@businessinteriors-ep.com