

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

DEPARTMENT: General Services

AGENDA DATE: May 22, 2012

CONTACT PERSON/PHONE: Stuart Ed, General Services Director, 621-6822
Bruce D. Collins, Purchasing Manager, 541-4313

DISTRICT (S) AFFECTED: ALL

SUBJECT:

Approve a one (1) year extension of contract 2010-136 – Navistar/International Proprietary Parts and Service, awarded to RJ Border International, El Paso in the amount of \$130,000.

BACKGROUND / DISCUSSION:

The General Services - Fleet Division is recommending the extension award of the above contract. The city currently owns 96 heavy duty vehicles that require the use of Navistar/International parts. The approval of this contract would allow for the continual maintenance and upkeep of these vehicles. This allows for consistent, safe and efficient operation of these vehicles while maintaining maximum reliability. Local business is being supported.

PRIOR COUNCIL ACTION:

Yes. Council previously approved contract 2010-136 on May 25, 2010, Item 7A.

SELECTION SUMMARY:

Exercising this option would meet the following threshold considerations (i) funds available; (ii) requirement fills an existing 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.

AMOUNT AND SOURCE OF FUNDING:

Department: General Services - Fleet Division
Amount: \$130,000.00
Funds Available: 37370510-503121-45202-37000 and/or 37370510-503125-45202-37000
Funds Source: General Services Dept, Internal Service Fund

BOARD / COMMISSION ACTION:

N/A

*****AUTHORIZATION*****

DEPARTMENT HEAD:



Stuart Ed, General Services Director

COUNCIL PROJECT FORM
(CONTRACT EXTENSION)

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

Please place the following item on the **CONSENT** agenda (under **PURCHASING REQUESTS, ETC.**) for the Council Meeting of **MAY 22, 2012**.

Request that the Purchasing Manager for Financial Services, Purchasing Division be authorized to exercise the City's option to extend current Contract 2010-136 Navistar (International) Proprietary Parts and Service with RJ Border Management, LLC for one (1) additional year pursuant to the provisions of an award approved by the City Council on May 25, 2010. The extended contract period will be from May 25, 2012 to May 24, 2013.

Department:	General Services
Award to:	RJ Border Management, LLC El Paso, TX
Option:	One [of One]
Annual Estimated Amount:	\$130,000.00
Total Estimated Amount:	\$130,000.00 (1 year)
Account No.:	Dept # 37370510 – Acct # 503121 – Fund # 45202 and/or Dept # 37370510 – Acct # 503125 – Fund # 45202
Funding Source:	General Services Department – Internal Service Fund
District(s):	All

This is a low bid, supplies contract.

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

MOTION
MAY 25, 2010

Motion made, seconded, and unanimously carried to **AWARD** Solicitation No. 2010-136 (Navistar (International) Proprietary Parts and Service) to RJ Border Management, LLC for a total estimated award of \$260,000.

Department:	General Services – Fleet Division
Award to:	RJ Border Management, LLC El Paso, TX
Item(s):	All
Option:	1 Year
Annual Estimated Amount:	\$130,000
Funding Source:	Internal Service Fund
Total Estimated Award:	\$260,000 (2 Years)

This is a twenty-four month requirements type contract.

The cost under this requirements contract is only an estimated minimum value. The actual cost of this contract may be higher or lower than the total estimated minimum value and will be the sum total at the end of the contract term, so long as increased funds are appropriated in the budget.

The Departments of Financial Services, Purchasing Division, and General Services – Fleet Division recommend award as indicated to the sole responsive, responsible bidder.

Richarda Duffy Momsen, City Clerk

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To: Financial Services – Purchasing Division

From: Stuart Ed, General Services Director

Date: May 10, 2012

Re: Solicitation No. 2010-136 Navistar (International) Proprietary Parts & Service

General Services recommends authorizing the Option to Extend Solicitation No. 2010-036 Navistar (International) Proprietary Parts & Service for one (1) additional year to RJ Border Management LLC. 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, analysis of prices indicates the option price is consistent or better than available market prices or the most advantageous offer due to pricing being held to 2010 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.



2010



Texas Comptroller
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FINANCIAL SERVICES DEPARTMENT

2 Civic Center Plaza, 7th Floor, City Hall – El Paso, Texas 79901
(915) 541-4011

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John F. Cook

City Council

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Ann Morgan Lilly

District 2
Susie Byrd

District 3
Emma Acosta

District 4
Carl L. Robinson

District 5
Dr. Michel R. Nee

District 6
Eddie Holguin Jr.

District 7
Steva Ortega

District 8
Cortney Carlisle Niles

City Manager
Joyce A. Wilson

VENDOR PERFORMANCE REPORT

CONTRACT NUMBER AND TITLE: 2010-136 Navistar/International Proprietary Parts and Service

COMPANY CONTACT INFORMATION

COMPANY/OWNER'S NAME	RJ Border Management, LLC		
COMPANY ADDRESS	12283 Rojas Dr.		
POINT OF CONTACT E-MAIL ADDRESS	jaimearmendariz@borderint.com		
PHONE/FAX NUMBERS	PHONE	915-858-4644	FAX 915-298-9040
CONTRACT AMOUNT (\$)	\$260,000		
% COMPLETED / COMPLETED	93%		
ESTIMATED COMPLETION DATE	5/24/2013		

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.		9					
Responsiveness to changes in technical direction.		9					
Ability to identify risk factors and alternatives for alleviating risk.			8				
Ability to identify and solve problems expeditiously.		9					
Ability to deliver goods or services accordance with specification		9					
Ability to employ standard tools/methods.			8				

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.			8				
Effectiveness and reliability of Contractor's Key Personnel			8				
Ability to recruit and maintain qualified personnel.			8				
Ability to manage multiple and diverse projects/tasks from planning through execution.							N/A
Ability to effectively manage subcontractors.							N/A
Ability to accurately estimate and control cost to complete tasks.			8				
Overall performance in planning, scheduling, and monitoring.			8				
Ability to resolve problems			8				
Use of management tools (e.g. cost/schedule, task management tools).							N/A

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	N/A	
Did the contractor submit unnecessary Change Order requests?	N/A	
Were contractor proposals for Change Orders reasonably priced?	N/A	
Were there any claims?		No
Compliance with labor laws	N/A	
Compliance with safety requirements	N/A	
Given a choice, would you do business with this contractor again?	Yes	

Report completed by: Rene Barraza Phone:915-621-6831

Department Director: Stuart Ed Phone:915-621-6822