

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

DEPARTMENT: Department of Public Health

AGENDA DATE: May 22, 2012

CONTACT PERSON/PHONE: Michael Hill, Director, (915) 771-5702
Bruce D. Collins, Purchasing Manager, (915) 541-4308

DISTRICT (S) AFFECTED: ALL

SUBJECT:

Request that the Purchasing Manager for Financial Services, Purchasing Division be authorized to exercise the City's option to extend current Contract 2009-075 Janitorial Services – WIC Clinics for two additional years estimated total \$170,928.24. The extended contract period will be from May 11, 2012 to May 10, 2014.

BACKGROUND / DISCUSSION:

Contract 2009-075 was awarded on March 31, 2009 to The Eagle Janitorial Services for a three year contract with an option to extend for two (2) additional years at the same unit price. The initial contract period was from May 11, 2009 thru May 10, 2012. The Public Health Department, WIC division wants to exercise the option to extend the contract for two years.

SELECTION SUMMARY:

Exercising this option would meet the following threshold considerations (i) funds are available; (ii) requirement fills an existing City need; (iii) informal analysis of price indicates the option price is better than available market prices or the most advantageous offer due to pricing be held at 2009 price point, and; (iv) a net discount off of a retailer catalogue listing was awarded for this price list bid. Based upon our evaluation of above factors Purchasing Division recommends exercising the available option.

PRIOR COUNCIL ACTION:

Yes, Council awarded Contract 2009-075 on March 31, 2009.

AMOUNT AND SOURCE OF FUNDING:

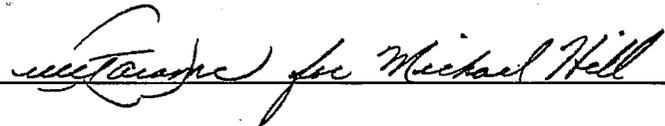
Amount: \$170,928.24
Funds Available: 502206 – 06341- 41150011 –G4112AD
Funds Source: Contract Janitorial – G4112AD WIC Administration –
TDH WIC Services – WIC Administration

BOARD / COMMISSION ACTION:

N/A

*****AUTHORIZATION*****

DEPARTMENT HEAD:



**COUNCIL PROJECT FORM
(REQUIREMENTS OR BEST VALUE BID)**

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

Please place the following item on the CONSENT agenda 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 No. 2009-075 (Janitorial Services - WIC Clinics) to The Eagle Janitorial Services of El Paso, Texas for two (2) additional years pursuant to the provisions of an award approved by the City Council on March 31, 2009. The extended contract period will be from May 11, 2012 to May 10, 2014.

Department:	Public Health
Award to:	The Eagle Janitorial Services El Paso, Texas
Option to Extend:	One [of One]
Annual Estimated Award:	\$85,464.12
Total Estimated Award:	\$170,928.24 (2 year)
Account No.:	41150011-502206-06341-G4112AD
Funding Source:	MAINT SVCS CONTRACT-JANITORIAL - G4109AD WIC ADMINISTRATION
District(s):	All

This is a Best Value, service contract.

**MOTION
MARCH 31, 2009**

Motion made by Mayor Pro Tempore Byrd, seconded by Representative Lilly, and unanimously carried to **AWARD** Solicitation No. 2009-075 (Janitorial Services – WIC Clinics) to The Eagle Janitorial Services for a total estimated amount of \$780,000.

Department:	Health
Award to:	The Eagle Janitorial Services El Paso, TX
Items:	All
Option:	Two years
Annual Estimated Amount:	\$260,000
Account No.:	41150011 – 502206 – 06341 – G4108AD 41150020 – 502215 – 06226 – G410906
Funding Source:	Health Department
Total Estimated Award:	\$780,000 (3-year total)

This is a thirty-six month requirements type contract for Janitorial Services – WIC Clinics.

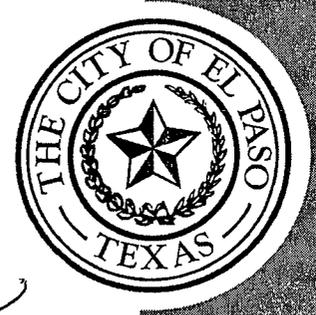
The cost under this requirements contract is only an estimated minimum value. The actual cost of this contract may be higher or lower than the total estimated minimum value and will be the sum total at the end of the contract term, so long as increased funds are appropriated in the budget.

The Departments of Financial Services, Purchasing Division, and Health recommend award as indicated to The Eagle Janitorial Services, the vendor offering the best value bid.

Richarda Duffy Momsen, City Clerk

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To: Financial Services – Purchasing Division

From: MICHAEL HILL – HEALTH DIRECTOR
DEPARTMENT OF PUBLIC HEALTH


Authorized Signature

Date: May 7, 2012

Re: Solicitation No. 2009-075 JANITORIAL SERVICES – WIC CENTERS

Department of Public Health- WIC Program recommends authorizing the Option to Extend 2009-075 for 2 for Janitorial Services WIC- Centers. 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, because the Department is opened for client services for this reason it requires Janitorial services on a daily basis, and it can't be interrupted.

3. Is the option price better than current available market price? Yes it was the best value and lower bidder from previous contract. The only increase was the minimum wage back in July 2009.

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

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

Mayor
John F. Cook

City Council

District 1
Ann Morgan Lilly

District 2
Susie 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



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

VENDOR PERFORMANCE REPORT

CONTRACT NUMBER AND TITLE:			
COMPANY CONTACT INFORMATION			
COMPANY/OWNER'S NAME	THE EAGLE JANITORIAL SERVICES/FRANCISCO CORRAL		
COMPANY ADDRESS	2919 AURORA, EL PASO TEXAS 79930		
POINT OF CONTACT E-MAIL ADDRESS	EAGLEJANT@EMAIL.COM		
PHONE/FAX NUMBERS	PHONE	(915) 566-2623/355-4530	FAX (915) 566-0967
CONTRACT AMOUNT (\$)	\$780,000		
% COMPLETED / COMPLETED	99%		
ESTIMATED COMPLETION DATE	10-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?		X
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: BERTHA A. AMAYA	Phone: (915) 771-5855
Department Director:	Phone: (915)