

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

DEPARTMENT: Libraries

AGENDA DATE: May 24, 2011

CONTACT PERSON NAME AND PHONE NUMBER: Bruce D. Collins – Purchasing Manager, (915) 541-4313
Dionne Mack-Harvin – Library Director, (915) 543-5413

DISTRICT(S) AFFECTED: All

SUBJECT:

That the Purchasing Manager be authorized to issue a Purchase Order (s) to Facilities Connection, Inc. in the estimated amount of \$459,753.15 utilizing the Texas multiple award schedule (TXMAS) of the contracts Texas Procurement and Support Services (TPASS), State Contracts Program, TXMAS Contract(s) # 3-711050-6, 3-711060, and 8-711060), for furniture and related equipment for Phase II of the grant funded ARRA BTOP Virtual Village.

BACKGROUND / DISCUSSION:

The Library is recommending the award of the above to Facilities Connection, Inc. It is to provide flexible ordering of workstation furniture for City and Partner Public Computer Centers to support the City's obligation to the ARRA Broadband Technology Opportunities Program (BTOP) Public Computer Center (PCC) Grant number 48-42-B10570. This purchase will be done to complete the remaining Public Computer Centers.

PRIOR COUNCIL ACTION:

N/A

AMOUNT AND SOURCE OF FUNDING:

Department: Library
Amount: \$459,753.15
Funds Available: Dept # 53150073 – Acct # 508009 – Fund # 07079 – Grant # 48-42-B10570
Funds Source: ARRA BTOP Virtual Village

BOARD / COMMISSION ACTION:

Enter appropriate comments or N/A

*****AUTHORIZATION*****

DEPARTMENT HEAD: _____



MEMORANDUM

TO: Bruce D. Collins, Purchasing manager (915) 541-4313

FROM: Dionne Mack- Harvin, Library Director (915) 543-5413

Date: May 10, 2011

Subject: Purchase of furniture to complete installation of City and Partner centers as mandated by the ARRA Broadband Technology Opportunities Program (BTOP) Public Computer Centers (PCC) grant number 48-42-B10570.

The Library recommends utilizing TXMAS Contracts# 3-711050-6, 3-711060, and 8-711060 to issue a purchase order(s) to Facilities Connection, Inc. a contractor under Texas multiple award schedule (TXMAS) of the contracts Texas Procurement and Support Services (TPASS), State Contracts Program, for an estimated amount of \$459,753.15. This will provide flexible ordering of workstation furniture for the City and Partner Public Computer Centers to support the City's obligation to the ARRA Broadband Technology Opportunities Program (BTOP) Public Computer Center (PCC) grant number 48-42-B10570. This purchase will be done to complete the installation of remaining Public Computer Centers.

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, there is a long lead time to order furniture, up to 6 weeks. It is necessary to procure the furniture to complete installation of Public Computer Centers for both City and Partner sites. This will assure expenditure of grant funds for the grant quarterly deadline of June 30, 2011.

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

Yes, furniture standardization will continue to be preserved with the use of this purchase.

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

Yes, Facilities Connection, Inc. is a local business and a TXMAS coop member.

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

Yes, The Library has been working with Facilities Connection, Inc. on this grant since December 2010. It is a reliable vendor whose deliverables are expected to arrive on time to help us meet this and other grant deadlines.

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



FINANCIAL SERVICES – PURCHASING DIVISION
2 Civic Center Plaza, 7th Floor, City Hall – El Paso, Texas 79901
(915) 541-4308





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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), State Contracts 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.

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