

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

DEPARTMENT: Office of Economic Development

AGENDA DATE: June 5, 2007

CONTACT PERSON/PHONE: Kathy Dodson, PhD, Director 541-4670
Terrence Freiburg, Purchasing Mgr 541-4313

DISTRICT(S) AFFECTED: ALL

SUBJECT:

Award Bid 2007-160 Services to Provide Retail Market Analysis and Best Retail Matches to Buxton Company, as recommended by Economic Development Staff. Total estimated Cost of award \$70,000.

BACKGROUND/DISCUSSION:

The Office of Economic Development is undertaking a retail market analysis for the purpose of focusing resources to analyze the local market and make recommendations to locate new retail operations that compliment the existing base.

PRIOR COUNCIL ACTION:

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

No.

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?

Dept 72010268 – Fund 01101
Outside Contracts Budget line item #502215

BOARD/COMMISSION ACTION:

Enter appropriate comments or N/A.
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:** _____

PROJECT FORM

DATE: MAY 25, 2007

PROJECT: SERVICES TO PROVIDE RETAIL MARKET ANALYSIS AND BEST RETAIL MATCHES

RFP NO: 2007-160R DEPARTMENT: ECONOMIC DEVELOPMENT

BUDGET#: 72010268-01101-502215

FUNDING: ECONOMIC DEVELOPMENT, OPERATING ACCOUNT, OUTSIDE CONTRACTS
RESPRESENTATIVE DISTRICT(S): ALL

VENDOR: THE BUXTON COMPANY

FORT WORTH TX

ITEMS All

AMOUNT: \$70,000.00

CONTRCAT PERIOD: UPON COMPLETION OF STUDY

Financial Services, Purchasing Division and Economic Development Department recommend award as indicated. Review Committee based on evaluation factors established for this procurement, recommend award to The Buxton Company.

Additionally, it is requested authorization for City staff to negotiate, City Attorney's Office to review any related contract documents and agreements necessary (if required).

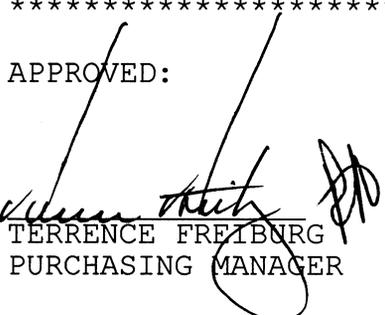
PROPOSALS SOLICITED	<u>06</u>	PROPOSALS LOCALS	<u>00</u>
PROPOSALS RECEIVED	<u>03</u>		
BIDS SVCS	<u>06</u>		
"NO BIDS" RECEIVED	<u>00</u>		

TOTAL AWARD: \$70,000.00

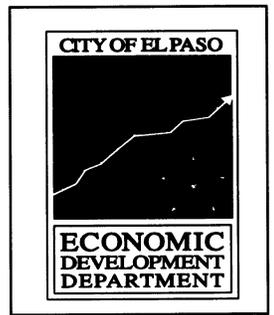
FUNDS:	<u>AVAILABLE</u>	<u>NOT AVAILABLE</u>	<u>COMPTROLLER</u>
COUNCIL:	<u>APPROVED</u>	<u>REJECTED</u>	<u>CITY CLERK</u>

APPROVED:

COUNCIL MEETING OF JUNE 5, 2007



 TERRENCE FREIBURG
 PURCHASING MANAGER



MEMORANDUM

TO: TERRENCE FREIBURG, PURCHASING MANAGER
RAY HEREDIA, PROCUREMENT ANALYST

FROM: KATHRYN DODSON, DIRECTOR
OFFICE OF ECONOMIC DEVELOPMENT

SUBJECT: BID 2007-160 SERVICES FO PROVIDE RETAIL MARKETING ANALYSIS AND BEST
RETAIL MATCHES

DATE: 5/24/2007

DEPT. 72010268 FUND 01101 BUDGET LINE ITEM #502215

Attached is the Request for Council Action for June 5, 2007 re the above bid 2007-160.

I will be recommending that Council approve award to Buxton Company in the amount of \$70,000. All of the required documentation below was submitted on May 18 07:

Rater's Scoring Sheet

Committee Score Sheet

Committee Recom & Certification

If you require any additional information please do not hesitate to contact me at 541-4872.

A handwritten signature in black ink, appearing to be "K. Dodson", written over a horizontal line.

Kathryn Dodson, Director

COMMITTEE SCORE SHEET

Solicitation Number: 2007 – 160R

	MAP INFO	BUXTON	ERA	
Price 30%	30%	19.71%	7.8%	
	(\$46,000)	(\$70,000)	(\$175,000)	
Overall Approach to Study 30%	4%	30%	8.3%	
Capability 15%	5%	15%	14%	
Experience of firm and personnel assigned 15%	6%	15%	13.3%	
Other Considerations 10%	0	10%	5%	
GRAND TOTAL POINTS Max 100%	45%	89.71%	48.4%	

***Add Optional Criteria as needed**

