

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

DEPARTMENT: Police Department

AGENDA DATE: June 14, 2011

CONTACT PERSON NAME AND PHONE NUMBER: Assistant Chief - Eric Shelton, (915)564-7310
Bruce D. Collins – Purchasing Manager, (915)541-4313

DISTRICT(S) AFFECTED: All

SUBJECT:

Request that the Purchasing Manager for Financial Services, Purchasing Division be authorized to issue a purchase order to Checkpoint Services Inc., a State Department of Information Resourced (DIR) Contractor under DIR State Contract #DIR SDD-890, in the estimated amount of \$99,756.42 for the purchase of computers and laptops for El Paso Police Department.

BACKGROUND / DISCUSSION:

The City of El Paso has the general authority to access contracts of other governmental agencies available through local, regional and State cooperative purchasing programs. The City of El Paso can use those contracts that offer the best fit and overall value based on the City's specific needs and requirements. The El Paso Police Department is replacing and upgrading obsolete equipment for all Regional Commands and Headquarters.

PRIOR COUNCIL ACTION:

The funds were identified for this purpose in the FY 2011 Confiscated Funds Budget approved by City Council.

AMOUNT AND SOURCE OF FUNDING:

Department:	Police Department
Amount:	\$99,756.42
Funds Available:	Dept #21150060 - Acct # 508010– Fund# 16371-Project #P500231 Class# 21000
Funds Source:	Federal Confiscated Funds

BOARD / COMMISSION ACTION:

N/A

*****AUTHORIZATION*****

DEPARTMENT HEAD: _____

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SERVICE SOLUTIONS SUCCESS



To: Bruce Collins, Purchasing Manager
From: Laura Garcia, Police Administrative Services Bureau Manager
Date: May 23, 2011
Re: Checkpoint Services Inc.

Mayor
John F. Cook

The Police Department recommends utilizing Department of Information Resources Contractor under DIR State Contract #DIR SDD-890 to issue a purchase orders for an estimated \$99,756.42 to Checkpoint Services Inc. to purchase computers and laptops for the El Paso Police Department. The following are the factors used to evaluate the use of this procurement program as the best approach:

City Council

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

District 1
Ann Morgan Lilly

Yes. These purchases are part of the 2011 FY Plan to replace aging equipment for El Paso Police Department that includes the regional commands and headquarters.

District 2
Susannah M. Byrd

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

Yes.

District 3
Emma Acosta

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. Checkpoint Services is a local business and a HUB.

District 4
Carl L. Robinson

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

Yes. Checkpoint Services has sold computers to El Paso Police Department within the last two years. Most recently they provided computers for the report rooms of the five Regional Commands.

District 5
Rachel Quintana

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 DIR Program was approved by Mayor and City Council on February 27, 2007.

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

FINANCIAL SERVICES DEPARTMENT, PURCHASING DIVISION

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