

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

**DEPARTMENT:** GENERAL SERVICES

**AGENDA DATE:** June 16, 2009

**CONTACT PERSON/PHONE:** STUART ED, DIRECTOR, 621-6822  
TERRENCE FREIBURG, PURCHASING MANAGER, 541-4313

**DISTRICT (S) AFFECTED:** All

**SUBJECT:**

APPROVE a resolution / ordinance / lease to do what? OR AUTHORIZE the City Manager to do what? Be descriptive of what we want Council to approve. Include \$ amount if applicable.

Approve purchase order to Kinloch Equipment and Supply, Inc. for the purchase of five (5) each Elgin Eagle F Street Sweepers through the General Services Department, Fleet Division under BuyBoard bid 271-07 in the amount of \$1,033,815.00.

**BACKGROUND / DISCUSSION:**

Discussion of the what, why, where, when, and how to enable Council to have reasonably complete description of the contemplated action. This should include attachment of bid tabulation, or ordinance or resolution if appropriate. What are the benefits to the City of this action? What are the citizen concerns?

The city is currently in the process of replacing the old fleet through a Fleet Replacement Program. The program targets vehicles that have met their life expectancy and replacing them with vehicles that operate more efficiently and at a lower cost to the city.

**PRIOR COUNCIL ACTION:**

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

Yes, PO 2004008134

**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?

37150068 – 508006 – 27265 – PFLESVC01, General Services – Equipment Replacement

**BOARD / COMMISSION ACTION:**

Enter appropriate comments or N/A

N/A

\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**LEGAL:** \_\_\_\_\_ **FINANCE:** \_\_\_\_\_  
(If required) (If required)

**DEPARTMENT HEAD:** \_\_\_\_\_  
Name Signature Date

(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: June 1, 2009  
TO: Municipal Clerk  
FROM: Terrence Freiburg  
Purchasing Manager, ext. 4313

Leticia Rivera  
Procurement Analyst, ext. 4234

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Please place the following item on the REGULAR agenda of June 16, 2009.

Item should read as follows:

Request that the Purchasing Manager for Financial Services, Purchasing Division, be authorized to issue a Purchase Order to Kinloch Equipment and Supply, Inc., a contractor for the Texas Association of School Boards (TASB) Buy Board for the purchase of Elgin Street Sweepers under contract number 271-07 (Vehicles) in the estimated amount of \$1,033,815.00. The participation by the City of El Paso in the TASB Buy Board Program was approved by Mayor and City Council on August 21, 2007.

Department: General Services  
Option:  
Estimated Amount: \$1,033,815.00  
Funds Available in: 37150068-27265-508006-PFLESVC01  
Funds Source: Vehicular Equipment  
District (s): All

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*Edward Ayala*

CITY COUNCIL  
JOHN COOK  
MAYOR

JOYCE WILSON  
City Manager

TERRY FREIBURG  
PURCHASING MANAGER



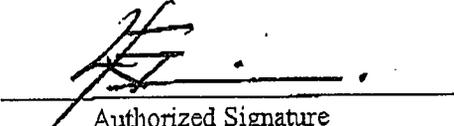
ANN MORGAN LILLY, DISTRICT 1  
SUSANNAH M. BYRD, DISTRICT 2  
EMMA ACOSTA, DISTRICT 3  
MELINA CASTRO, DISTRICT 4  
RACHEL QUINTANA, DISTRICT 5  
EDDIE HOLGUIN JR., DISTRICT 6  
STEVE ORTEGA, DISTRICT 7  
BETO O'ROURKE, DISTRICT 8

To: Terrence Freiburg, Purchasing Manager  
ANALYST NAME, ANALYST TITLE

From: Stuart Ed, General Services Director

Date: 06/04/09

Re: 2009- New Elgin Eagle F Street Sweepers – BuyBoard Bid 271-07

  
Authorized Signature

The General Services Department recommends utilizing Buy Board Bid 271-07 to issue a purchase order in the amount of \$1,033,815.00 to Kinloch Equipment and Supply, Inc. for (5) Street Sweepers for the Fleet Division. 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. The City has identified vehicles that have met their life expectancy and are replacing them through a Fleet Replacement Program. These vehicles will operate more efficiently and at a lower cost to the city.

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

Yes. Similar Street Sweepers exist in the fleet. The purchase of the new Street Sweepers would continue to support and maintain the consistency that has already been experienced by the current fleet.

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

No. Kinloch Equipment and Supply, Inc. is recommended as a result of using BuyBoard Bid 271-07 which is the best competitive bid available to the City.

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

Yes. Street Sweepers were previously purchased with PO 2004008134.

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 Association of School Boards (TASB) Buy Board Program was approved by Mayor and City Council on August 21, 2007. The standard factors used to determine the use of a Cooperative Purchasing program were approved by City Council on June 24, 2008.

