

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

**DEPARTMENT:** Police Department

**AGENDA DATE:** June 28, 2011

**CONTACT PERSON/PHONE:** Eric Shelton – Assistant Chief, Police Department (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 Purchase Order(s) to Business Interiors, a contractor under Texas Procurement and Support Services (TPASS) Contract #TXMAS-6-71111060-3 (Texas Multiple Award Schedule), for the purchase of office furniture for several units in the El Paso Police Department.

**BACKGROUND / DISCUSSION:**

The El Paso Police Department is replacing and upgrading furniture and fixtures for regional commands, Crimes Against Persons, Gang, SORT and Auxiliary Support. Currently the regions and some of the areas have different and old modular furniture that is not functional.

**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  
Amount: \$101,103.22  
Funds Available: 21150060 – 508009/503301- 16371 - P500231  
21150060 - 503304 – 16411- P500232  
Funds Source: FY11 Confiscated Funds

**BOARD / COMMISSION ACTION:**

N/A.

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\*\*\*\*\*AUTHORIZATION\*\*\*\*\*

**DEPARTMENT HEAD:** \_\_\_\_\_

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To: Bruce D. Collins, Purchasing Manager  
From: Laura Garcia, Police Administrative Services Bureau Manager  
Date: June 15, 2011  
Re: Business Interiors

The Police Department recommends utilizing Texas Multiple Award Schedule (TXMAS) contract number 6-71111060-3 (Hon furniture) to issue several purchase orders for an estimated \$101,103.22 to Business Interiors to purchase furniture and fixtures for the El Paso Police Department. 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. These purchases are part of the 2011 FY Facilities Improvement Plan for El Paso Police Department that includes the regional commands, Crimes against Persons, GANG, SORT and Auxiliary Support. Some of these areas are reconfiguring their office space to better accommodate current business.

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

Yes. Currently, all these areas and facilities have different modular furniture set ups throughout their units. Purchasing the same modular furniture for the entire department will provide a common base configuration.

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. Business Interiors is a local business.

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

Yes. Business Interiors has sold and installed furniture at other police facilities within the last two years. Most recently they provided furniture for the Central Regional Command, Northeast Regional Command and Pebble Hills Regional Command.

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) Cooperative Purchasing 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.

**FINANCIAL SERVICES DEPARTMENT, PURCHASING DIVISION**

2 CIVIC CENTER PLAZA, 7<sup>TH</sup> FLOOR, EL PASO, TX 79901 MAIN: 915-541-4308 FAX: 915-541-4347 [www.elpasotexas.gov](http://www.elpasotexas.gov)

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Susan Combs Texas Comptroller of Public Accounts

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Rebates: Pursuant to Texas Government Code § 2155.510(b), rebates generated from TXMAS contract purchases made using federal funds must be reported to the federal funding agency for reporting and reconciliation purchases. Each quarter of the State's fiscal year, TXMAS contractors rebate .75% of their TXMAS sales to the State of Texas via the Texas Comptroller of Public Accounts (CPA). It is the purchasing entity's responsibility to report the amount of rebate using the above percent based on the total dollar value of the TXMAS purchase order.

Example: A purchasing entity receives and uses federal funds of \$50,000 to purchase items/services on a TXMAS contract. The purchasing entity must report to the federal fund-provider that a sales rebate of \$375 ( $\$50,000 * .75\% = \$375$ ) will be paid to the State of Texas by the TXMAS contractor.



**BUSINESS INTERIORS**  
**Contract TXMAS-6-71111060-3**

Dealer for:

**THE HON COMPANY****On-Line Catalog/Order Processing****SPECIAL USE FURNITURE**

Corporate Office:  
 THE HON COMPANY  
 200 OAK STREET  
 MUSCATINE IA 52761  
 USA

Send PO to:  
 BUSINESS INTERIORS  
 28 CONCORD SUITE C  
 EL PASO TX 79906  
 USA  
 Vendor ID: 17425753542

Invoice From:  
 BUSINESS INTERIORS  
 28 CONCORD SUITE C  
 EL PASO TX 79906  
 USA  
 Vendor ID:

Delivery: 60 DAYS ARO

FOB Point: DESTINATION

Terms:

Remit To: BUSINESS INTERIORS  
 28 CONCORD SUITE C  
 EL PASO TX 79906  
 USA  
 Vendor ID:

Vendor ID: 17425753542

Business Type: Small

DUNS #: 782216105

Effective: 5/10/2006

Expires: 8/26/2011

**CONTACT: EDWARD HOWELL**

Phone 915-591-9393

[ed.howell@businessinteriors-ep.com](mailto:ed.howell@businessinteriors-ep.com)