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

**DEPARTMENT:** General Services - Fleet Division

**AGENDA DATE:** July 27, 2010

**CONTACT PERSON/PHONE:** Stuart Ed – Director, General Services - Fleet Division (915) 621-6822  
Carmen Arrieta-Candelaria – Chief Financial Officer (915) 541-4293

**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.

Extend the following contract: 2007-211 – Auto Brake Shoes, Pads & Hardware  
To: Main Auto Parts  
Estimated Annual Expenditures: \$50,000.00  
Total Estimated Expenditures: \$100,000.00 for two (2) year extension

**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 General Services - Fleet Division is recommending the award of the above bid. Main Auto Parts has provided consistent, reliable service for the past three years. The city currently owns a light duty fleet of over 1500 vehicles that will require auto brake, shoes, pads and hardware. The approval of this contract would allow for the continual maintenance and upkeep of these vehicles. This allows for consistent, safe and efficient operation of these vehicles while maintaining maximum reliability. Local business is being supported.

**PRIOR COUNCIL ACTION:**

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

Yes. 2007-211 was originally awarded on August 21, 2007.

**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?

Department: General Services - Fleet Division  
Amount: \$100,000.00  
Funds Available: 37370510-503121-45202-3700  
Funds Source: Services Dept, Internal Service Fund

**BOARD / COMMISSION ACTION:**

Enter appropriate comments or N/A

N/A.

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

**DEPARTMENT HEAD:**

*for GLE*

*LARRY T. NICHOLS* *[Signature]* *6/29/10*  
(If Department Head Summary Form is initiated by Purchasing, client department should also sign)

*Information copy to appropriate Deputy City Manager*

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**MOTION  
AUGUST 21, 2007**

Motion made, seconded, and unanimously carried to **AWARD** BID Solicitation No. 2007-211 (Auto Brake Shoes, Pads & Hardware) to Main Auto Parts for a total estimated award of \$210,000.

Department:	General Services- Fleet Division
Award to:	Main Auto Parts El Paso, Texas
Item(s):	#1 to #5
Option:	Vendor offers the City the option to extend the term of the contract at the same unit prices for two (2) additional year(s) if the option is exercised within three years from the date of the award. Vendor also offers the City a prompt payment discount of 2% ten (10) days.
Annual Estimated Amount:	\$70,000
Account No.:	37370510 – 503121 - 45202
Funding Source:	General Services Department, Fleet Services Internal Service Fund
Total Estimated Award:	\$210,000

This is a requirements type contract with an initial term of thirty six (36) months.

The Departments of Financial Services and General Services-Fleet Division recommend award as indicated to the lowest responsive, responsible bidder.

Richarda Duffy Momsen, City Clerk