



**COUNCIL PROJECT FORM  
(CONTRACT EXTENSION)**

\*\*\*\*\***POSTING LANGUAGE BELOW**\*\*\*\*\*

Please place the following item on the REGULAR agenda for the Council Meeting of AUGUST 14, 2012.

Discussion and action on the request that the Purchasing Manager for Financial Services, Purchasing Division be authorized to exercise the City's option to extend current Contract 2010-237 Herbicide Spraying with Evergreen Lawn Service for two (2) additional years pursuant to the provisions of an award approved by the City Council on August 24, 2010. The extended contract period will be from September 1, 2012 to August 31, 2014.

Department:	Transportation
Award to:	Evergreen Lawn Service El Paso, TX
Option:	2 Years
Annual Estimated Amount:	\$361,967.41
Total Estimated Amount:	\$723,934.82 (2 years)
Account No.:	32010155 – 502221 – 40403
Funding Source:	Street Medians - Environmental Services
District(s):	All

This is a Best Value, Service contract.

\*\*\*\*\***ADDITIONAL INFO BELOW**\*\*\*\*\*

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**S E R V I C E   S O L U T I O N S   S U C C E S S**



To: Financial Services – Purchasing Division  
From: Ted Marquez, Interim Director of Transportation  
Subject: Seven (7) Factor Option Memo  
Date: August 6, 2012  
Re: Solicitation No. (2010-237 Herbicide Spraying)

Transportation Department recommends authorizing the Option to Extend 2010-237 Herbicide Spraying for 2 years for median maintenance. Exercising this option would meet the following threshold considerations:

**1. Are funds available for this Option to Extend?**

Yes funds will be available as part of FY 13 budget. Purchase Order will be requested the first week of September 2012.

**2. Is the Requirement covered by this option fill an existing need of the City?**

Yes

**3. Is the option price better than current available market price?**

Yes, the price in contract 2010-237 is \$0.0027 per square footage and the current market price is \$.0633 per square footage.

**4. Is the time between award of the contract and exercising the option so short that the market indicates the option is the lowest price obtainable through competition or most advantageous offer?**

The option price is still the lowest obtainable market price available.

**5. Is the attached Vendor Performance form show the vendors' performance to be "7-8" or higher? Yes**

**6. Is the vendor currently under debarred status as per Excluded Parties List System (EPLS) at [www.epis.gov/](http://www.epis.gov/)?**

No

**7. Is the proposed vendor indebted to the City for any amount as documented through the City's Indebtedness Verification Form? No**

The standard factors used to determine the validity of the Exercising Optional Extensions pertaining to City Contracts for Goods and Services was presented to the Legislative Review Committee for Finance, Internal Audit, and Engineering on March 15, 2012.

Mayor  
John F. Cook

**City Council**

District 1  
Ann Morgan Lilly

District 2  
Susie Byrd

District 3  
Emma Acosta

District 4  
Carl L. Robinson

District 5  
Rachel Quintana

District 6  
Eddie Holguin Jr.

District 7  
Steve Ortega

District 8  
Beto O'Rourke

City Manager  
Joyce A. Wilson



Two Civic Center Plaza  
El Paso, TX 79901  
(915) 541-0000

## VENDOR PERFORMANCE REPORT

### CONTRACT NUMBER AND TITLE

#### COMPANY CONTACT INFORMATION

COMPANY/OWNER'S NAME	Evergreen Lawn Services		
COMPANY ADDRESS	7518 North Loop, El Paso, Texas 79915		
POINT OF CONTACT E-MAIL ADDRESS			
PHONE/FAX NUMBERS	PHONE (915) 328-4148	FAX	
CONTRACT AMOUNT (\$)	\$361,967.41 annually		
% COMPLETED / COMPLETED	55% Completed as of 4-19-12		
ESTIMATED COMPLETION DATE	August 31 2012		

#### TECHNICAL PERFORMANCE

FACTORS/RATINGS	"PLUS" (11+)	"EXCELLENT" (9-10)	"GOOD" (7-8)	"FAIR" (5-6)	"POOR" (3-4)	"UNSATISFACTORY" (0-2)	NOT APPLICABLE (NA)
Completion of major tasks/ milestones/ deliverables on schedule.	/						
Responsiveness to changes in technical direction.	/						
Ability to identify risk factors and alternatives for alleviating risk.	/						
Ability to identify and solve problems expeditiously.	/						
Ability to deliver goods or services accordance with specification	/						
Ability to employ standard tools/methods.		/					

#### MANAGEMENT PERFORMANCE

FACTORS/RATINGS	"PLUS" (11+)	"EXCELLENT" (9-10)	"GOOD" (7-8)	"FAIR" (5-6)	"POOR" (3-4)	"UNSATISFACTORY" (0-2)	NOT APPLICABLE (NA)
Overall communication with staff.	/						
Effectiveness and reliability of Contractor's Key Personnel		/					
Ability to recruit and maintain qualified personnel.		/					
Ability to manage multiple and diverse projects/tasks from planning through execution.		/					
Ability to effectively manage subcontractors.							/
Ability to accurately estimate and control cost to complete tasks.							/
Overall performance in planning, scheduling, and monitoring.	/						
Ability to resolve problems	/						
Use of management tools (e.g. cost/schedule, task management tools).	/						

#### CONTRACT ADMINISTRATION

FACTORS/RATINGS	YES	NO
Was the project completed on schedule? If not, how late was it: ___ < 30 days; ___ < 60 days; ___ < 90 days; ___ > 90 days		
Did the contractor submit unnecessary Change Order requests?		
Were contractor proposals for Change Orders reasonably priced?		
Were there any claims?		
Compliance with labor laws		
Compliance with safety requirements		
Given a choice, would you do business with this contractor again?	/	

Report completed by: *Richard Dominguez* Richard Dominguez Phone: (915) 240-3232

Department Director: *John Cole* Phone: 4/24/12

**MOTION**  
**AUGUST 24, 2010**

Motion made by Representative Ortega, seconded by Representative Robinson, and unanimously carried to **APPROVE** the award of Solicitation No. 2010-237 (Herbicide Spraying) to Evergreen Lawn Service for a two year initial term estimated award of \$723,934.82. Total estimated award for the four year award is \$1,447,869.64.

Department:	Street
Award to:	Evergreen Lawn Service El Paso, TX
Items:	All
Initial Term:	2 Years
Option to Extend:	2 Years
Payment Terms:	2%10N30
Annual Estimated Amount:	\$361,967.41
Initial Term Estimated Award:	\$723,934.82 (2 years)
Funding Source:	Government Operations – Groundkeeping Contracts
Total Estimated Award:	\$1,447,869.64 (4 years)

The cost under this requirements contract is only an estimated minimum value. The actual cost of this contract may be higher or lower than the total estimated minimum value and will be the sum total at the end of the contract term, so long as increased funds are appropriated in the budget.

Financial Services - Purchasing Division and Street Department recommend award as indicated to Evergreen Lawn Service, the bidder offering the best value bid.

Richarda Duffy Momsen, City Clerk