

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

**DEPARTMENT:** General Services

**AGENDA DATE:** August 14, 2012

**CONTACT PERSON/PHONE:** Stuart Ed, General Services Department Director, 621-6822  
Bruce D. Collins, 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.

The General Services Department recommends the award of solicitation 2012-093 Vehicle Radiator & Tank Repairs and Services to Emmett Radiator Service, Inc. Total estimated annual expenditures are \$100,000.00 for a total 3 year estimated award of \$300,000.

**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 Department recommends the award as described above to Emmett Radiator Service, Inc. as they were the most responsive, responsible bidder offering the best value to the City. The City currently owns 1800 light duty vehicles and 600 heavy duty vehicles which may require radiator repairs and/or replacements during their useful life. The approval of this contract would allow for the continual maintenance and upkeep of these vehicles and would also allow for consistent, safe and efficient operation while maintaining maximum reliability. Local business is being supported.

**SELECTION SUMMARY:**

Solicitation was advertised on 6/26/2012 and 7/03/2012. The postcards were mailed out on 6/26/2012. The solicitation was posted on City website on 6/26/2012. The email (Purmail) notification was sent out on 6/26/2012. A total of 10 bidders including 10 local vendors were solicited. A total of one bid was received and the bidder is a local vendor.

**PRIOR COUNCIL ACTION:**

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

General Services - Council awarded Contract No. 2005-185 Repair Service – Auto Radiators and Tanks on August 23, 2005, Item 10A.

**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  
Amount: \$150,000.00 (3 year estimated at \$50,000.00 p/year)  
Funds Available: Dept #: 37370510-504412-45202-37000 or 373370510-503125-45202-37000  
Funds Source: General Services Internal Service Fund

**BOARD / COMMISSION ACTION:**

Enter appropriate comments or N/A

N/A

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

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

Name

Signature

Date

**COUNCIL PROJECT FORM  
(REQUIREMENTS OR BEST VALUE BID)**

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

Please place the following item on the **CONSENT** agenda (under **BEST VALUE PROCUREMENT**) for the Council Meeting of **AUGUST 14, 2012**.

The award of Solicitation No. 2012-093 (Vehicle Radiator & Tank Repairs and Services) to Emmett Radiator Service, Inc. for an initial term estimated award of \$300,000.00.

Department:	General Services
Award to:	Emmett Radiator Service, Inc. El Paso, TX
Item(s):	All
Initial Term:	3 years
Option to Extend:	2 years
Payment Terms:	1%, 10 Days
Annual Estimated Award:	\$100,000.00
Initial Term Estimated Award:	\$300,000.00 (3 years)
Total Estimated Award:	\$500,000.00 (5 years)
Account No.:	Department #37370510 – Account #504412 – Fund #45202 or Department #37370510 – Account #503125 – Fund #45202
Funding Source:	General Services – Internal Service Fund
District(s):	All

This is a Best Value, services contract.

The Financial Services - Purchasing Division and General Services recommend award as indicated to Emmett Radiator Service, Inc., the sole responsive, responsible bidder.

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

A survey was conducted to determine the reasons for lack of responses. The results are as follows:

- Vendor indicated change in staff affected delivery of mail internally.
- Vendor did not receive notification. Contact information was verified.
- Other vendors contacted did not respond to survey.



**CITY OF EL PASO  
 BID TABULATION FORM**



Bid Opening Date: July 11, 2012

Project Name: VEHICLE RADIATOR & TANK REPAIRS AND SERVICES

Solicitation #: 2012-093

Department: General Services

			EMMETT RADIATOR SERVICE, INC. EL PASO, TX					
PART A: REPAIR SERVICE								
GROUP I: RADIATORS - CLEAN AND REPAIR								
ITEM	QUANTITY	DESCRIPTION OF ITEM	UNIT PRICE	EXTENDED PRICE (QUANTITY x UNIT PRICE)	UNIT PRICE	EXTENDED PRICE (QUANTITY x UNIT PRICE)	UNIT PRICE	EXTENDED PRICE (QUANTITY x UNIT PRICE)
1.	30	HEAVY DUTY VEHICLES (TRUCKS)	\$86.00 EA.	\$2,580.00	\$0.00 EA.	\$0.00	\$0.00 EA.	\$0.00
2.	5	SOLDER TYPE - LARGE TRUCK	\$196.00 EA.	\$980.00	\$0.00 EA.	\$0.00	\$0.00 EA.	\$0.00
3.	5	BOLT-ON TYPE - TRUCKS	\$196.00 EA.	\$980.00	\$0.00 EA.	\$0.00	\$0.00 EA.	\$0.00
4.	5	BOLT-ON TYPE - OFF ROAD EQUIPMENT	\$306.00 EA.	\$1,530.00	\$0.00 EA.	\$0.00	\$0.00 EA.	\$0.00
<b>TOTAL EXTENDED PRICE:</b>				<b>\$6,070.00</b>		<b>\$0.00</b>		<b>\$0.00</b>

NOTE: This is a Best Value Procurement. Price and other factors shall be evaluated to determine an awardee. The information contained in this bid tabulation is for information only and does not constitute actual award/execution of contract.

APPROVE BY: *[Signature]*  
 DATE: 7/18/12



## CITY OF EL PASO BID TABULATION FORM



Bid Opening Date: July 11, 2012

Project Name: VEHICLE RADIATOR & TANK REPAIRS AND SERVICES

Solicitation #: 2012-093

Department: General Services

GROUP II: RADIATORS - RE-TANK			EMMETT RADIATOR SERVICE, INC. EL PASO, TX					
ITEM	QUANTITY	DESCRIPTION OF ITEM	RE-TANK PRICE	EXTENDED PRICE (QUANTITY x RETANK PRICE)	RE-TANK PRICE	EXTENDED PRICE (QUANTITY x RETANK PRICE)	RE-TANK PRICE	EXTENDED PRICE (QUANTITY x RETANK PRICE)
<b>A. RADIATORS - RE-TANK</b>			ONE TANK		ONE TANK		ONE TANK	
1.	30	HEAVY DUTY VEHICLES (SEDANS & TRUCKS)	\$96.00 EA.	\$2,880.00	\$0.00 EA.	\$0.00	\$0.00 EA.	\$0.00
2.	5	SOLDER TYPE - LARGE TRUCK	\$306.00 EA.	\$1,530.00	\$0.00 EA.	\$0.00	\$0.00 EA.	\$0.00
3.	5	BOLT-ON TYPE - TRUCKS	\$306.00 EA.	\$1,530.00	\$0.00 EA.	\$0.00	\$0.00 EA.	\$0.00
4.	5	BOLT-ON TYPE - OFF ROAD EQUIPMENT	\$476.00 EA.	\$2,380.00	\$0.00 EA.	\$0.00	\$0.00 EA.	\$0.00
<b>TOTAL EXTENDED PRICE:</b>			<b>\$8,320.00</b>		<b>\$0.00</b>		<b>\$0.00</b>	

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APPROVE BY:   
 DATE: 7/11/12



# CITY OF EL PASO BID TABULATION FORM



Bid Opening Date: July 11, 2012

Project Name: VEHICLE RADIATOR & TANK REPAIRS AND SERVICES

Solicitation #: 2012-093

Department: General Services

GROUP II: RADIATORS - RE-TANK (CONTINUED)			EMMETT RADIATOR SERVICE, INC. EL PASO, TX					
ITEM	QUANTITY	DESCRIPTION OF ITEM	RE-TANK PRICE	EXTENDED PRICE (QUANTITY x RETANK PRICE)	RE-TANK PRICE	EXTENDED PRICE (QUANTITY x RETANK PRICE)	RE-TANK PRICE	EXTENDED PRICE (QUANTITY x RETANK PRICE)
<b>B. RADIATORS -- RE-TANK</b>			<b>BOTH TANKS</b>		<b>BOTH TANKS</b>		<b>BOTH TANKS</b>	
1.	30	HEAVY DUTY VEHICLES (SEDANS & TRUCKS)	\$196.00 TANKS	\$5,880.00	\$0.00 TANKS	\$0.00	\$0.00 TANKS	\$0.00
2.	5	SOLDER TYPE - LARGE TRUCK	\$456.00 TANKS	\$2,280.00	\$0.00 TANKS	\$0.00	\$0.00 TANKS	\$0.00
3.	5	BOLT-ON TYPE - TRUCKS	\$456.00 TANKS	\$2,280.00	\$0.00 TANKS	\$0.00	\$0.00 TANKS	\$0.00
4.	5	BOLT-ON TYPE - OFF ROAD EQUIPMENT	\$976.00 TANKS	\$4,880.00	\$0.00 TANKS	\$0.00	\$0.00 TANKS	\$0.00
<b>TOTAL EXTENDED PRICE:</b>			<b><u>\$15,320.00</u></b>		<b><u>\$0.00</u></b>		<b><u>\$0.00</u></b>	

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APPROVE BY: *Annabond*  
DATE: 7/18/12



**CITY OF EL PASO  
 BID TABULATION FORM**



Bid Opening Date: July 11, 2012

Project Name: VEHICLE RADIATOR & TANK REPAIRS AND SERVICES

Solicitation #: 2012-093

Department: General Services

GROUP III: RADIATORS - RE-CORE			EMMETT RADIATOR SERVICE, INC. EL PASO, TX					
ITEM	QUANTITY	DESCRIPTION OF ITEM	UNIT PRICE	EXTENDED PRICE (QUANTITY x UNIT PRICE)	UNIT PRICE	EXTENDED PRICE (QUANTITY x UNIT PRICE)	UNIT PRICE	EXTENDED PRICE (QUANTITY x UNIT PRICE)
1.	5	HEAVY DUTY VEHICLES (SEDANS & TRUCKS)	\$196.00 EA.	\$980.00	\$0.00 EA.	\$0.00	\$0.00 EA.	\$0.00
2.	5	SOLDER TYPE - LARGE TRUCK	\$456.00 EA.	\$2,280.00	\$0.00 EA.	\$0.00	\$0.00 EA.	\$0.00
3.	5	BOLT-ON TYPE - TRUCKS	\$456.00 EA.	\$2,280.00	\$0.00 EA.	\$0.00	\$0.00 EA.	\$0.00
4.	5	BOLT-ON TYPE - OFF ROAD EQUIPMENT	\$976.00 EA.	\$4,880.00	\$0.00 EA.	\$0.00	\$0.00 EA.	\$0.00
<b>TOTAL EXTENDED PRICE:</b>				<b>\$10,420.00</b>		<b>\$0.00</b>		<b>\$0.00</b>

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APPROVE BY: *[Signature]*

DATE: 7/18/12



## CITY OF EL PASO BID TABULATION FORM



Bid Opening Date: July 11, 2012

Project Name: VEHICLE RADIATOR & TANK REPAIRS AND SERVICES

Solicitation #: 2012-093

Department: General Services

GROUP IV: AIR-TO-AIR COOLER -- CLEAN AND REPAIR			EMMETT RADIATOR SERVICE, INC. EL PASO, TX					
ITEM	QUANTITY	DESCRIPTION OF ITEM	UNIT PRICE	EXTENDED PRICE (QUANTITY x UNIT PRICE)	UNIT PRICE	EXTENDED PRICE (QUANTITY x UNIT PRICE)	UNIT PRICE	EXTENDED PRICE (QUANTITY x UNIT PRICE)
1.	6	MEDIUM DUTY VEHICLES	\$256.00 EA.	\$1,536.00	\$0.00 EA.	\$0.00	\$0.00 EA.	\$0.00
2.	6	HEAVY DUTY VEHICLES AND EQUIPMENT	\$356.00 EA.	\$2,136.00	\$0.00 EA.	\$0.00	\$0.00 EA.	\$0.00
<b>TOTAL EXTENDED PRICE:</b>				<u>\$3,672.00</u>		<u>\$0.00</u>		<u>\$0.00</u>

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APPROVE BY: *Carrie Wood*  
DATE: 7/18/12



## CITY OF EL PASO BID TABULATION FORM



Bid Opening Date: July 11, 2012

Project Name: VEHICLE RADIATOR & TANK REPAIRS AND SERVICES

Solicitation #: 2012-093

Department: General Services

GROUP V: NEW RADIATORS			EMMETT RADIATOR SERVICE, INC. EL PASO, TX					
ITEM	QUANTITY	DESCRIPTION OF ITEM AND PART NUMBER	UNIT PRICE	EXTENDED PRICE (QUANTITY x UNIT PRICE)	UNIT PRICE	EXTENDED PRICE (QUANTITY x UNIT PRICE)	UNIT PRICE	EXTENDED PRICE (QUANTITY x UNIT PRICE)
1. HEAVY DUTY VEHICLES:								
A.	5	STERLING PART #05-20667-002	\$1,225.00 EA.	\$6,125.00	\$0.00 EA.	\$0.00	\$0.00 EA.	\$0.00
BIDDER'S PART #			SRK7100-4 SPL CB					
2. SOLDER TYPE - LARGE TRUCK								
A.	5	KENWORTH PART #55179C	NO BID		\$0.00 EA.	\$0.00	\$0.00 EA.	\$0.00
BIDDER'S PART #			SEE EXHIBIT A - BACK OF BID					
B.	5	CHEVY/GMC PART #550460	NO BID		\$0.00 EA.	\$0.00	\$0.00 EA.	\$0.00
BIDDER'S PART #			SEE EXHIBIT A - BACK OF BID					
3. BOLT-ON TYPE-- TRUCKS:								
A.	5	KENWORTH PART #239337	\$1,695.00 EA.	\$8,475.00	\$0.00 EA.	\$0.00	\$0.00 EA.	\$0.00
BIDDER'S PART #			SRM 8048					

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Solicitation #: 2012-093

Department: General Services

GROUP V: NEW RADIATORS			EMMETT RADIATOR SERVICE, INC. EL PASO, TX					
ITEM	QUANTITY	DESCRIPTION OF ITEM AND PART NUMBER	UNIT PRICE	EXTENDED PRICE (QUANTITY x UNIT PRICE)	UNIT PRICE	EXTENDED PRICE (QUANTITY x UNIT PRICE)	UNIT PRICE	EXTENDED PRICE (QUANTITY x UNIT PRICE)
4. BOLT-ON TYPE- OFF ROAD EQUIPMENT:								
A.	5	KOMATSU PART #17A-03-0010	NO BID		\$0.00 EA.	\$0.00	\$0.00 EA.	\$0.00
BIDDER'S PART #			SEE EXHIBIT A - BACK OF BID					
5. AIR TO AIR COOLER:								
A.	5	STERLING/CONDOR AIR TO AIR COOLER PART # 01-27978-002	\$1,795.00 EA.	\$8,975.00	\$0.00 EA.	\$0.00	\$0.00 EA.	\$0.00
BIDDER'S PART #								
<b>TOTAL EXTENDED PRICE:</b>			<b>\$23,575.00</b>		<b>\$0.00</b>		<b>\$0.00</b>	

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DATE:

7/18/12



## CITY OF EL PASO BID TABULATION FORM



Bid Opening Date: July 11, 2012

Project Name: VEHICLE RADIATOR & TANK REPAIRS AND SERVICES

Solicitation #: 2012-093

Department: General Services

	EMMETT RADIATOR SERVICE, INC. EL PASO, TX		
<b>PART B: PARTS INVOLVED IN REPAIR SERVICE</b>			
<u>DESCRIPTION OF ITEM</u>	<u>NET OR % DISCOUNT OR MARKUP</u>	<u>NET OR % DISCOUNT OR MARKUP</u>	<u>NET OR % DISCOUNT OR MARKUP</u>
<p>THE CONTRACTOR MAY BE REQUIRED TO PROVIDE OR USE PARTS FOR THE SERVICING OF THE ABOVE ITEMS AND WILL BE REIMBURSED BY THE CITY FOR THOSE PARTS. COPIES OF SUPPLIER'S INVOICES FOR THE COST OF ANY PARTS USED BY THE VENDOR MUST BE SUBMITTED ALONG WITH THE VENDOR'S INVOICES IN ORDER TO VERIFY THE NET COST AFTER APPLYING MARK-UP DISCOUNT AS NOTED BELOW.</p> <p>INDICATE BELOW BY MARKING THE APPROPRIATE BLOCK IF THE CHARGE TO THE CITY WILL BE THE NET COST OF THE PRODUCT OR IF A MARK-UP OR DISCOUNT WILL BE APPLIED BY THE VENDOR.</p>	<p style="text-align: center;">NET (NO COST TO THE CITY) <input type="checkbox"/></p> <p style="text-align: center;">____% DISCOUNT <input type="checkbox"/></p> <p style="text-align: center;">167% MARKUP <input checked="" type="checkbox"/></p>	<p style="text-align: center;">NET (NO COST TO THE CITY) <input type="checkbox"/></p> <p style="text-align: center;">____% DISCOUNT <input type="checkbox"/></p> <p style="text-align: center;">____% MARKUP <input type="checkbox"/></p>	<p style="text-align: center;">NET (NO COST TO THE CITY) <input type="checkbox"/></p> <p style="text-align: center;">____% DISCOUNT <input type="checkbox"/></p> <p style="text-align: center;">____% MARKUP <input type="checkbox"/></p>

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DATE: 7/18/12



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Bid Opening Date: July 11, 2012

Project Name: VEHICLE RADIATOR & TANK REPAIRS AND SERVICES

Solicitation #: 2012-093

Department: General Services

	EMMETT RADIATOR SERVICE, INC. EL PASO, TX		
<p>THE CITY AT ITS SOLE DISCRETION, MAY EXERCISE ANY OPTION TO EXTEND THE TERM OF THE AGREEMENT, BY GIVING THE CONTRACTOR WRITTEN NOTICE WITHIN THE TIME PERIOD NOTED ON THE SELECTED OPTIONS:</p> <p>BIDDER OFFERS THE CITY THE OPTION OF EXTENDING THE TERM OF THE CONTRACT FOR:</p> <p>ONE (1) ADDITIONAL YEAR AT THE SAME UNIT PRICE(S), IF THE OPTION IS EXERCISED PRIOR TO THE EXPIRATION OF THE ORIGINAL TERM OF THE CONTRACT.</p> <p>TWO (2) ADDITIONAL YEARS AT THE SAME UNIT PRICE(S), IF THE OPTION IS EXERCISED PRIOR TO THE EXPIRATION OF THE ORIGINAL TERM OF THE CONTRACT.</p> <p>NO OPTION OFFERED</p>	<input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>
<b>PAYMENT TERMS:</b>	1% - 10 DAYS NET - 30 DAYS		
<b>BIDDER AGREES TO ACCEPT PAYMENT BY PROCUREMENT CARD:</b>	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
<p><b>IF BIDDER DOES NOT SPECIFY AN EARLIER DELIVERY, THE CITY'S REQUIRED DELIVERY SHALL PREVAIL. A DELIVERY DATE LATER THAN THE CITY'S REQUIRED DELIVERY MAY BE CAUSE FOR THE REJECTION OF THE BID.</b></p>			
<p><b>BIDS SOLICITED: 10                      BIDS RECEIVED: 1                      BIDS LOCAL: 10                      NO BID: 0</b></p>			

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APPROVE BY:   
DATE: 7/18/12

FRONTERA RADIATORS  
AND PARTS, INC.  
123 CHELSEA STREET  
EL PASO, TX 79905

EL PASO RADIATOR SHOP  
ATTN: MICHELLE  
1323 AIRWAY BLVD  
EL PASO, TX 79925

EMMETT RADIATOR SERVICE  
5730 CLEVELAND AVENUE  
EL PASO, TX 79925

V C AUTOMOTIVE  
ATTN: JESUS CONTRERAS  
3100 NASHVILLE  
EL PASO, TX 79930

J. M. IRON WORKS  
ATTN: ARTURO VAZQUEZ  
4349 MANATEE STREET  
EL PASO, TX 79938

OLIVAS MOTORS  
110 N HARRIS STREET  
EL PASO, TX 79907

WOLFF'S GENERATORS  
10126 DYER STREET  
EL PASO, TX 79924

DURAN'S COMPLETE AUTO REPAIR SHOP  
ATTN: FRANK DURAN  
7547 ALAMEDA AVENUE  
EL PASO, TX 79915

CHILO'S RADIATOR SHOP  
5781 ALAMEDA AVENUE  
EL PASO, TX 79905

DOWNUM RADIATOR SERVICE  
ATTN: ARTURO FERNANDEZ  
6264 ALAMEDA AVENUE  
EL PASO, TX 79905