

Agenda Item Form

Agenda Date: August 17

Districts Affected: All

Dept. Head/Contact Information: Byron Johnson, 541-4308

Type of Agenda Item:

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Resolution | <input type="checkbox"/> Staffing Table Changes | <input type="checkbox"/> Board Appointments |
| <input type="checkbox"/> Tax Installment Agreements | <input type="checkbox"/> Tax Refunds | <input type="checkbox"/> Donations |
| <input type="checkbox"/> RFP/ BID/ Best Value Procurement | <input type="checkbox"/> Budget Transfer | <input type="checkbox"/> Item Placed by Citizen |
| <input type="checkbox"/> Application for Facility Use | <input type="checkbox"/> Bldg. Permits/Inspection | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application |
| <input type="checkbox"/> Other _____ | | |

Funding Source:

- General Fund
 Grant (duration of funds: _____ Months)
 Other Source: Fleet Service Internal Service Fund

Legal:

- Legal Review Required Attorney Assigned (please scroll down): Ruth Reyes Approved Denied

Timeline Priority: High Medium Low # of days: _____

Why is this item necessary:

Specialty parts for City vehicles in particular for light trucks and vans needed.

Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

Ongoing yearly purchases

Statutory or Citizen Concerns:

N/A

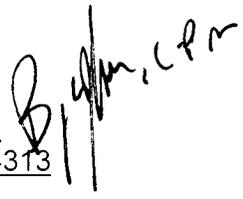
Departmental Concerns:

For publics safety, proper working lights and warning signals needed on all City vehicles.

DATE: August 2, 2004

TO: Municipal Clerk

FROM: Byron E. Johnson, C.P.M.
Director of Purchasing x 4313



THRU: Aurora Wells
Interim Bid Clerk ext. 4038

Please place the following item on the CONSENT agenda for the Council Meeting of AUGUST 17, 2004.

Item should read as follows:

Request that the Director of Purchasing be authorized to exercise the City's option to extend the term of the agreement for two additional years, from September 21, 2005 to September 21, 2007 pursuant to the provisions of Contract 2002-196 with Alamo Auto Supply, El Paso, Texas for General Vehicle Accessories & Installation.

Department: Fleet Service
Funds available: 37370510-503121-45202
Funding source: Fleet Service Internal Service Fund
Total award: \$60,000.00 (total two year extension)

Contact person: Jesus M. Juarez, Procurement Analyst at 541-4317.

AGENDA FOR: AUGUST 17, 2004.

DATE: August 2, 2004

TO: City Clerk

FROM: Byron E. Johnson/Jesus M. Juarez

PURCHASING DEPARTMENT (915) 541-4308/4254

Please place the following item on the next CONSENT City Council Agenda.

Item should read as follows:

Request that the Director of Purchasing be authorized to exercise the City's option to extend the term of the agreement for two additional years, from September 21, 2005 to September 21, 2007 pursuant to the provisions of Contract 2002-196 with Alamo Auto Supply, El Paso, Texas for General Vehicle Accessories & Installation.

OPTION NO.: ONE [OF ONE]

AMOUNT OF AWARD: \$60,000.00 (total two year extension).

ACCOUNT NOS: 37370510-503121-45202

FUNDING SOURCE: Fleet Service Internal Service Fund

DEPARTMENT: Fleet Service

----- City Clerk's Use -----

ITEM NO. _____

**City of El Paso
Purchasing
Department**

Mr. Robert Krasne, CEO
Alamo Auto Supply
5923 Gateway West
El Paso, TX 79925

July 28, 2004

Ref.: General Vehicle Accessories & Installation , Contract #2002-196

Mr. Krasne:

The City of El Paso wishes to accept your offer to extend the period of Contract # 2002-196 for a period of two (2) years as per your offer on the referenced requirement.

It is important that we receive your faxed response no later than today Friday, August 6, 2004.

If agreeable to you, please sign below and fax it to us at (915) 541-4347.

We would also appreciate your returning an original signed copy of this letter to us at Two Civic Center Plaza, El Paso, Texas 79901-1196

Thank you for your understanding and cooperation.

Sincerely,
THE CITY OF EL PASO

Jesus M. Juarez
Jesus M. Juarez
Procurement Analyst

We hereby extend the validity of our offer in response to Solicitation 2002-196 to September 21, 2007, for acceptance purposes.

Acknowledge: Alamo Auto Supply Company Name 7/28/2004 Date

By: ROBERT KRASNE Print Name of Authorized Person CEO Title

Robert Krasne
Signature

MOTION
SEPTEMBER 17, 2002

Motion made, seconded and unanimously carried to award Bid No.: 2002-196 General Vehicle Accessories and Installation

Award to: Alamo Auto Supply
El Paso, Texas
Item (s): All
Amount: \$20,000.00 (estimated annually)

Department: Fleet Services
Funds available: 37370510-503121
Funding source: Fleet Services Internal Service Fund
Total award: \$20,000.00
District (s): All

The Fleet Services Department and Purchasing Department recommend award as indicated to the lowest responsive offer meeting specifications, from responsible parties.

Only one bidder submitted a Bid.

Vendor offers the City the option to extend the term of the contract at the same unit prices for One (1) or Two (2) additional years if the option is exercised within One (1) or Two (2) years from the date of the award.

This is a Requirements Type Contract with an initial term of Thirty-Six (36) months.

Richarda Duffy Momsen, City Clerk

OPTION TO EXTEND THE TERM OF THE AGREEMENT - PLEASE CHECK APPROPRIATE BOX

*NOTE: *NOT AN AWARD FACTOR*

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.

Bidder offers the City the option of extending the term of the contract for:

- One** additional year at the same unit prices, if the option is exercised within:
- Two** additional years at the same unit prices, if the option is exercised within:

- A. One year from date of award of the contract. YES NO
- B. Two years from date of award of the contract. YES NO
- C. **NO OPTION OFFERED**

PROMPT PAYMENT:

Unless a prompt payment discount is offered and accepted by the City of El Paso, payments will be made to the Contractor within thirty (30) days following acceptance of goods or services, or receipt of a properly prepared invoice by the City Department identified in the Invoice Instructions set forth on the Purchase Order, whichever is later. Any discount for prompt payment will be calculated from the day goods or services are accepted or when a properly prepared invoice is received. Payments will be considered to have been made on the date of mailing (postmark) of the payment check or, for an electronic funds transfer, the specified payment date. Invoices to be submitted in single copy.

PAYMENT TERMS:

Please mark appropriate block.

- _____ % - 10 Days
- _____ % - 20 Days
- _____ % - 30 Days
- Net - 30 Days

LATE PAYMENTS:

Late Payment fees will incur at the State of Texas statutory rate.

BIDDER'S (COMPANY) NAME

Alamo Auto Supply