

**CITY OF EL PASO, TEXAS  
REQUEST FOR COUNCIL ACTION (RCA)**

**DEPARTMENT:** Environmental Service

**AGENDA DATE:** August 26, 2008

**CONTACT PERSON/PHONE:** John Garza, Assistant Director, 621-6700 ; Terrence Freiburg, Purchasing Manager, 541-4313

**DISTRICT(S) AFFECTED:** District 7

**SUBJECT:**

Request that the Purchasing Manager of the Financial Services Department, Purchasing Division be authorized to purchase office furniture from Facilities Connection. This purchase is being facilitated through a state of Texas Multiple Award Schedule with Facilities Connection. Since the total purchases will be in excess of \$100,000, approval by City Council is required.

**BACKGROUND / DISCUSSION:**

The Environmental Services Department would like to use State of Texas contract TXMAS-3-711050-6. The purchase amount will be \$444,596.41 for the purchase of office furniture to equip the new MSC building being built.

**PRIOR COUNCIL ACTION:**

Council has approved participation in the Texas Procurement and Support Services (TPASS) program in February 2007.

**AMOUNT AND SOURCE OF FUNDING:**

The funding source for this purchase is coming from Fund 40403 (Environmental Services), Deptid 34010289, Account 508009, Class 34000.

**BOARD / COMMISSION ACTION:**

N/A

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

**LEGAL:** (if required) \_\_\_\_\_ **FINANCE:** (if required) \_\_\_\_\_

**DEPARTMENT HEAD:**   
(Example: if RCA is initiated by Purchasing, client department should sign also)  
*Information copy to appropriate Deputy City Manager*

**APPROVED FOR AGENDA:**

**CITY MANAGER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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PROJECT FORM

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DATE: August 15, 2008

PROJECT: Municipal Services Center East Administrative Building Furniture  
 SOLICITATION NO: 2008-243 DEPARTMENT: Environmental Services  
 BUDGET NO: 34010289-508009-40403  
 FUNDING SOURCE: Environmental Services  
 REPRESENTATIVE DISTRICT(S): 7

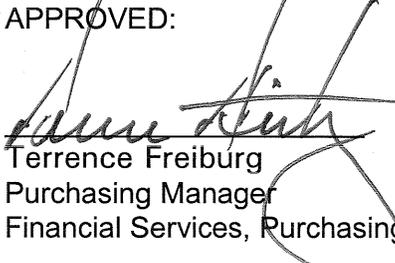
RECOMMENDATION: Vendor: Facilities Connection  
 El Paso, TX  
 Item: Furniture  
 Amount: \$444,596.41

Environmental Services and Financial Services Departments recommend issuing a purchase order to Facilities Connection for furniture under Texas Multiple Award Schedule (TXMAS) contract number TXMAS-3-711050-6 (Office Furniture) in the amount of \$444,596.41 for the purchase and installation of office furniture for the new Municipal Services Center East Administrative Building at San Paulo.

Facilities Connection was selected for having completed previous projects of a similar nature at City Hall and because they have been consulted since the inception of this building project.

The participation by the City of El Paso in Texas Procurement and Support Services (TPASS) was approved by Mayor and City Council on February 27, 2007.

\*\*\*\*\*  
 COUNCIL APPROVED  REJECTED  MUNICIPAL CLERK \_\_\_\_\_  
 \*\*\*\*\*

APPROVED:  
  
 Terrence Freiburg  
 Purchasing Manager  
 Financial Services, Purchasing Division

COUNCIL MEETING DATE: August 26, 2008

cc: Bid File

JOHN COOK  
MAYOR

JOYCE WILSON  
City Manager

TERRY FREIBURG  
PURCHASING MANAGER

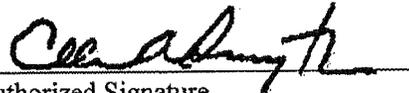
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CITY COUNCIL  
ANN MORGAN LILLY, DISTRICT 1  
SUSANNAH M. BYRD, DISTRICT 2  
EMMA ACOSTA, DISTRICT 3  
MELINA CASTRO, DISTRICT 4  
RACHEL QUINTANA, DISTRICT 5  
EDDIE HOLGUIN JR., DISTRICT 6  
STEVE ORTEGA, DISTRICT 7  
BETO O'ROURKE, DISTRICT 8

To: Terrence Freiburg, Purchasing Manager  
Ed Hyatt, Administrative Analyst

From: Ellen A. Smyth, Director

  
Authorized Signature

Date: August 15, 2008

Re: Purchase of Office Furniture through Texas Procurement and Support Services,  
TXMAS-3-711050-6

The Environmental Services Department recommends utilizing Texas Procurement and Support Services contract number TXMAS-3-711050-6 (Office Furniture) to issue a \$444,596.41 purchase order to Facilities Connection, for the purchase and installation of office furniture for the new Municipal Services Center East Administrative Building at San Paulo. 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. The pricing we have been quoted by Facilities Connection will only be good through August 29, 2008. We have been working with this vendor since the inception of the project. The building will be completed in December 2008 and at this time there is not sufficient lead time to manufacture and ship the furniture if we were to change vendors.

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

Yes. The City has used similar, and in some instances identical, materials from the same manufacturer for the remodeling of several floors of City Hall. These materials were also purchased through previous TXMAS contracts (TXMAS-3-711090-7 and TXMAS-3-711050).

3. *Does the purchase through the Program support local business? If not, is there a comparable product/service available locally?*

Yes. Facilities Connection is a local business.

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

Yes. Facilities Connection has worked on a variety of city projects in the last five years, including the remodeling of the 5<sup>th</sup>, 6<sup>th</sup>, and 9<sup>th</sup> floors of City Hall.

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?*

Yes. Similar office furniture has been purchased from other vendors for a number of City Hall departments and the pricing offered by Facilities Connection is fair and reasonable in comparison. Also, a comparison of identical materials from the same manufacturer (Haworth) provided in the past under other TXMAS contracts has shown the current quoted prices to be reasonable.

The participation by the City of El Paso in TXMAS contracts through the Texas Procurement and Support Services (TPASS) was approved by Mayor and City Council on February 27, 2007.



Susan Combs Texas Comptroller of Public Accounts

Search TXMAS Contracts:

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.



**FACILITIES CONNECTION**  
**Contract TXMAS-3-711050-6**

Dealer for:

**HAWORTH, INC.**

On-Line Catalog/Order Processing

**Office Furniture**

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Corporate Office:  
 HAWORTH, INC.  
 ONE HAWORTH CENTER  
 HOLLAND MI 49423  
 USA

Send PO to:  
 FACILITIES CONNECTION  
 240 E. SUNSET DRIVE  
 EL PASO TX 79922  
 USA  
 Vendor ID: 17424790958

Invoice From:  
 FACILITIES CONNECTION  
 240 E. SUNSET DRIVE  
 EL PASO TX 79922  
 USA  
 Vendor ID:

Delivery: RUSH-14 DAYS MAX  
 NORMAL-77 DAYS MAX

FOB Point:

Terms: NET 30

Remit To: FACILITIES CONNECTION  
 240 E. SUNSET DRIVE  
 EL PASO TX 79922  
 USA

Vendor ID: 17424790958

Business Type: Small

DUNS #: 181443904

Effective: 12/17/2002

Expires: 12/31/2008

**CONTACT:** PATRICIA HOLLAND-BRANCH  
 Phone 915-833-2898

[phbranch@facilitiesconnection.com](mailto:phbranch@facilitiesconnection.com)

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**Effective Date:** This Texas Multiple Award Schedule (TXMAS) contract is effective beginning 12/17/2002 through 12/31/2008 and is automatically renewed on the date that the General Services Administration (GSA) exercises the renewal option. All State of Texas terms and conditions will continue and apply to all renewal periods by mutual agreement. The contractor has certified that the prices reflected in the contractor's catalog are the same as the prices contained in the most current modification to GSA Contract No. GS-28F-8014H.

**Placement of Orders:** Purchasing entities must use both the instructions on the contractor's web page and the terms and conditions in the federal supply schedule to place orders. Purchasing entities may use either a departmental purchase order or the contractor's on-line ordering system to place orders. Purchasing entities may opt out of using the contractor's on-line ordering system if it is incompatible with the entity's purchasing procedures. The contractor is not required to accept orders below the minimum listed below. Orders between the minimum and maximum listed below are subject to GSA preferred customer pricing. For orders above the maximum, purchasing entities are entitled to negotiate for lower prices than those listed on the on-line federal supply schedule price list.

**Order Limitation:**

Minimum Order: \$50.00

Maximum Order: \$500,000.00

**Approved Products/Services:** Only products or services listed in the CPA approved GSA contract may be purchased from this TXMAS contract, with one exception. Incidental, off-schedule items may be purchased as "best value, open market" items provided that they are necessary for product integration or product completeness. The purchasing entity is responsible for ensuring that the quoted price for such incidental items is fair and reasonable. These incidental items may be added to the TXMAS purchase order if they are clearly labeled as "open market (OM), best value" items.

**State Contracts:** All Texas Council for Purchasing from People with Disabilities contracts and Texas Correctional Industries (TCI) term contracts take precedence over this TXMAS contract. If similar products or services are listed on this TXMAS contract and a CPA term contract, a determination should be made that will result in a best value purchase.

**Payment Due Date:** Payment will be due on the thirtieth (30) calendar day after the later of: (a) the date the State actually receives a proper invoice at the office designated in the applicable purchase order to receive it; or (b) the date the State accepts the products or services. The post mark date on the envelope for the State warrant (State's equivalent to a check) or banking information showing when a direct deposit transaction was received will be considered the date payment is made. Interest starts accruing on the first day that payment is late. The rate of interest for late payments is set at one percent per month.

**Special Note:** The State of Texas, including but not limited to its Agencies, cooperative purchasing members and any local governmental entity authorized by law to use the Texas Multiple Award Schedule method for purchasing is not obligated to procure any products or services from this TXMAS contract. This schedule contract shall not be construed to prevent the State from purchasing products or services using other procurement methods as authorized by law.

**Keywords:** 42503 , 42506, 42507, 42513 , 42514 , 42520 , 42521, 42540, 42547 , 42549 , 42550 ,

42553 , 42554 , 42555 , 42556 , 42560, 42589 , 42594 , Architectural, Interiors, Bookcases ,  
Bookshelves, Chairs, Credenza, Hutch, Desks , Tables, Filing , Cabinets, Floors, Raised Access,  
Modular, Panel , Systems , Partitions, Free Standing, Ergonomic, Storage , Work Stations, Furniture,  
Casegoods, Office, Lights, Lighting, Lamps, Overhead, Walls, Seating, Stools

### Contact Us

If you have any suggestions on how to improve TXMAS or this web site, please send an email to [txmas@cpa.state.tx.us](mailto:txmas@cpa.state.tx.us) or call 512-463-8839 or 512-463-3421.

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