

DATE: August 23, 2005  
TO: Municipal Clerk  
FROM: Byron E. Johnson, C.P.M.  
Procurement ext. 4313  
THRU: Aurora Wells  
Bid Clerk ext. 4038



Please place the following item on the **CONSENT** agenda for the Council Meeting of **SEPTEMBER 6, 2005**.

Item should read as follows:

Request that Procurement be authorized to exercise the City's option to extend the term of the agreement for One (1) additional year, from October 12, 2006 to October 12, 2007 pursuant to the provisions of Contract 2004-239 with Uniforms of Texas, El Paso, Texas for Uniforms for the Fleet. Service.

Option No.: ONE [OF ONE]

Amount of Award: \$25,000.00 (total one year extension).

Account No's: 37370155-503120-45202

Funding Source: Fleet Service Internal Service Fund

Department: Fleet Service

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

\*\*\*\*\*  
AGENDA FOR: **SEPTEMBER 6, 2005**  
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**CITY OF EL PASO, TEXAS  
REQUEST FOR COUNCIL ACTION (RCA)**

**DEPARTMENT:** Fleet Services  
**AGENDA DATE:** TBD by Purchasing  
**CONTACT PERSON/PHONE:** Jeff Belles, 621-6821  
**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.**

Exercise the option to extend contract 2004-239 with Uniforms of Texas to purchase uniforms. Estimated annual expenditures are \$25000.

**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?**

This contract was originally awarded in October 2004 and has the option to extend it for one year. Uniforms of Texas is an excellent vendor and provides superior service.

**PRIOR COUNCIL ACTION:**

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

Yes

**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?**

45202-37370155-503120

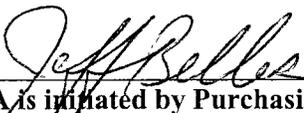
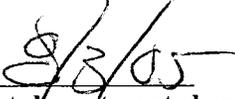
**BOARD / COMMISSION ACTION:**

**Enter appropriate comments or N/A**

N/A

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

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

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

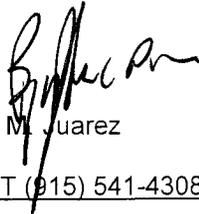
**APPROVED FOR AGENDA:**

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

DATE: August 22, 2005

TO: City Clerk

FROM: Byron E. Johnson/Jesus M. Juarez



PROCUREMENT (915) 541-4308/4254

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

Item should read as follows:

Request that Procurement be authorized to exercise the City's option to extend the term of the agreement for

One (1) additional year, from October 12, 2006 to October 12, 2007 pursuant to the provisions of Contract 2004-239

with Uniforms of Texas, El Paso, Texas for Uniforms for the Fleet. Service.

OPTION NO.: ONE [OF ONE]

AMOUNT OF AWARD: \$25,000.00 (total one year extension).

ACCOUNT NOS: 37370155-503120-45202

FUNDING SOURCE: Fleet Service Internal Service Fund

DEPARTMENT: Fleet Service

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

ITEM NO. \_\_\_\_\_

**City of El Paso  
Purchasing  
Department**

Date: AUGUST 15, 2005

Uniforms of Texas  
Mr. Hector Ayala  
6801 Montana Ave.  
El Paso, TX 79924

Ref.: Contract Title -Uniforms-Fleet Service, Contract #2004-239

Mr. Ayala:

The City of El Paso wishes to accept your offer to extend the period of Contract # 2004-239 for a period of one (1) year from October 12, 2006 to October 12, 2007 as per your offer on the referenced requirement.

It is important that we receive your faxed response no later than Friday, August 19, 2005. 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 City of El Paso, Purchasing Department, Two Civic Center Plaza, El Paso, Texas 79901-1186.

Thank you for your understanding and cooperation.

Sincerely,  
THE CITY OF EL PASO  
*Jesus M. Juarez*  
Jesus M. Juarez  
Procurement Analyst  
915-541-4317  
[juarezjm@ci.el-paso.tx.us](mailto:juarezjm@ci.el-paso.tx.us)

We hereby extend the validity of our offer in response to Solicitation #2004-239 to Date: October 12, 2007 for acceptance purposes.

Acknowledge: Uniforms of Texas 8/23/05  
Company Name Date  
By: Hector Ayala Owner  
Print Name of Authorized Person Title  
*Hector Ayala*  
Signature

**MOTION**  
**OCTOBER 12, 2004**

Motion made by Representative Cobos, seconded by Representative Cushing and unanimously carried to award Solicitation No. 2004-239 Uniforms for the Fleet Service

Award to:	Uniforms of Texas El Paso, Texas
Item (s):	#1 thru #12 (all)
Amount:	\$30,000.00 (estimated annually)
Department:	Fleet Service
Funds available:	37370155-503120-45202
Funding source:	Fleet Service Internal Service Fund
Total award:	\$60,000.00 (estimated)
District (s):	All

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

Vendor offers the City the option to extend the term of the contract at the same unit prices for one (1) additional year if the option is exercised within one (1) year from the date of the award.

This is a Requirements Type Contract with an initial term of Twenty-Four (24) months.

Representative Escobar was not present for the vote.

Richarda Duffy Momsen, City Clerk

COPIES REQUIRED:

ONE copy of the bid is required. " Bidders must provide enough information with their bid to constitute a definite, firm, unqualified and unconditional offer" The bidder shall submit its bid on the forms (UNALTERED) as furnished by the City. All bids shall contain the following:

1. Those pages on which you are required to fill in prices, furnish other information, or which call for a signature.
2. Any other information requested , and
3. The submission or attachment of company "Quotation Forms" or other documents containing alternative terms and / or conditions is not acceptable and may result in your bid being deemed as non- responsive. Unauthorized additions, bids that do not contain a unit price where required or irregularities of any kind which make the bid incomplete, indefinite, or otherwise ambiguous are not acceptable and may result in your bid being deemed as non-responsive. Refer to Section F, Item 1.

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