

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

**DEPARTMENT:** General Services Department

**AGENDA DATE:** TBD by Purchasing - September 11, 2007

**CONTACT PERSON/PHONE:** Jeff Belles, 621-6821 ; Terrence Freiburg, Purchasing Manager, ext. 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.

Extend contract 2005-249 for Vactor Proprietary Parts with Kinloch Equipment & Supply for two years. Estimated annual expenditures are \$30,000.00.

**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?

Contract 2005-249 was awarded in September 2005. The vendor offered a two year extension if the extension was exercised within two years of the award date. Kinloch has been an excellent partner with the City of El Paso. This will extend the term of the contract to 9/27/2010.

**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?

45202-37370510-503121, General Services Department, Fleet Services Internal Service Fund

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

**DEPARTMENT HEAD:**

Jeffrey A Belles, August 3, 2007



(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:** \_\_\_\_\_

**MOTION  
SEPTEMBER 27, 2005**

Motion made by Alternate Mayor Pro Tempore Lozano, seconded by Representative Byrd and unanimously carried to award Solicitation No. 2005-249, Vactor Proprietary Parts

Award to: Kinloch Equipment & Supply, Inc.  
Arlington, Texas  
Item(s): #1  
Amount: \$25,000.00 (estimated annually)

Department: General Services  
Funds available: 37370510-503121-45202  
Funding source: General Services Internal Service Fund  
Total award: \$75,000.00 (estimated)  
District (s): All

The General Services and Financial Services, Procurement Division recommend award as indicated to the lowest responsive offer meeting specifications, from responsible parties.

Low bidder was deemed non-responsive because they do not have any parts on hand and they do not have a building to warehouse parts in. For this reason they cannot ensure delivery of parts in a timely manner as requested on the contract.

Vendor offers the City the option to extend the term of the contract at the same unit prices for 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.  
[Financial Services, Jesus M. Juarez, (915) 541-4317]

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** KINLOCH EQUIPMENT & SUPPLY, INC.