

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

DEPARTMENT: General Services

AGENDA DATE: September 11, 2012

CONTACT PERSON/PHONE: Stuart Ed, General Services Director, 621-6822
Bruce D. Collins, Purchasing Manager, 541-4313

DISTRICT (S) AFFECTED: ALL

SUBJECT:

Approve a one (1) year extension of contract # 2010-009 – Rental of Portable Restrooms, awarded to El Paso Sanitation Systems Inc. dba Sarabia's Portable Jons & Blue Sanitation in the amount of \$192,645.00.

BACKGROUND / DISCUSSION:

The General Services – Land Management Division is recommending the extension of the above contract. The approval of this award will provide both standard and ADA portable restroom rental services including hand sanitizers to Parks that are 12 acres or larger as identified by the Parks Portable Restroom Policy. Local business is being supported.

PRIOR COUNCIL ACTION:

Yes. Council previously approved contract #2010-009 on December 8, 2009, Item 7A.

SELECTION SUMMARY:

Exercising this option would meet the following threshold considerations (i) funds available; (ii) requirement fills an existing need; (iii) informal analysis of price indicates the option price is better than available market prices or the most advantageous current offer, and (iv) Vendor's performance meets or exceeds a "7-8" performance rating. Based upon our evaluation of above factors, Purchasing Division recommends exercising the available option.

AMOUNT AND SOURCE OF FUNDING:

Department: General Services – Land Management Division
Amount: \$192,645.00
Funds Available: 31010359-502411-01101-31010
Funds Source: General Services Department, General Fund

BOARD / COMMISSION ACTION:

N/A

*****AUTHORIZATION*****

DEPARTMENT HEAD:

Stuart Ed, General Services Director

**COUNCIL PROJECT FORM
(CONTRACT EXTENSION)**

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

Please place the following item on the **CONSENT** agenda (under **PURCHASING REQUESTS, ETC.**) for the Council Meeting of **SEPTEMBER 11, 2012**.

Request that the Purchasing Manager for Financial Services, Purchasing Division be authorized to exercise the City's option to extend current Contract 2010-009 Rental of Portable Restrooms with El Paso Sanitation Systems Inc. dba Sarabia's Portable Jons & Blue Sanitation for one (1) additional year pursuant to the provisions of an award approved by the City Council on December 8, 2009. The extended contract period will be from December 9, 2012 to December 8, 2013.

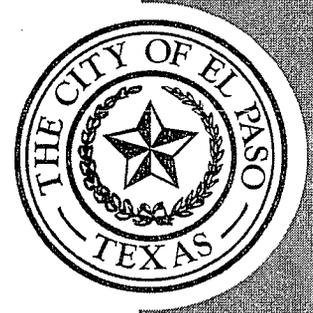
Department:	General Services
Award to:	El Paso Sanitation Systems Inc. dba Sarabia's Portable Jons & Blue Sanitation El Paso, TX
Option:	One [of One]
Annual Estimated Amount:	\$192,645.00
Total Estimated Amount:	\$192,645.00 (1 year)
Account No.:	Dept No. 31010359 – Account No. 502411 – Fund No. 01101
Funding Source:	General Services Department – General Fund
District(s):	All

This is a Best Value, Service contract

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

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S E R V I C E S O L U T I O N S S U C C E S S



To: Financial Services – Purchasing Division
From: Stuart Ed, General Services Director
Subject: Seven (7) Factor Option Memo
Date: August 21, 2012
Re: Solicitation No. 2010-009 Rental of Portable Restrooms

General Services recommends authorizing the Option to Extend Solicitation No. 2010-009 Rental of Portable Restrooms for one (1) year for the rental of portable restrooms. Exercising this option would meet the following threshold considerations:

1. Are funds available for this Option to Extend?

Yes

2. Is the Requirement covered by this option fill an existing need of the City?

Yes

3. Is the option price better than current available market price?

The option price is still the lowest obtainable market price available.

4. Is the time between award of the contract and exercising the option so short that the market indicates the option is the lowest price obtainable through competition or most advantageous offer?

The current vendor has been providing the best value service to the City since being awarded Contract #2010-009 and has recently been awarded a Region 19 contract where the vendor reported that the pricing for the cooperative contract is the same as Contract #2010-009.

5. Is the attached Vendor Performance form show the vendors' performance to be "7-8" or higher?

Yes, the vendor received an overall "Excellent" performance rating of 10-11.

6. Is the vendor currently under debarred status as per Excluded Parties List System (EPLS) at www.epls.gov/?

No.

7. Is the proposed vendor indebted to the City for any amount as documented through the City's Indebtedness Verification Form?

No.

Mayor
John F. Cook

City Council

District 1
Ann Morgan Lilly

District 2
Susie Byrd

District 3
Emma Acosta

District 4
Carl L. Robinson

District 5
Rachel Quintana

District 6
Eddie Holguin Jr.

District 7
Steve Ortega

District 8
Beto O'Rourke

City Manager
Joyce A. Wilson



Two Civic Center Plaza
El Paso, TX 79901
(915) 541-0000



The standard factors used to determine the validity of the Exercising Optional Extensions pertaining to City Contracts for Goods and Services was presented to the Legislative Review Committee for Finance, Internal Audit, and Engineering on March 15, 2012.

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VENDOR PERFORMANCE REPORT

CONTRACT NUMBER AND TITLE: 2010-009 RENTAL OF PORTABLE RESTROOMS

COMPANY CONTACT INFORMATION

COMPANY/OWNER'S NAME	Hot Property, Inc. dba Sarabias		
COMPANY ADDRESS	5853 Welch		
POINT OF CONTACT E-MAIL ADDRESS	lwardy@sarabias.com		
PHONE/FAX NUMBERS	PHONE	915-544-9022	FAX
CONTRACT AMOUNT (\$)	\$577,935		
% COMPLETED / COMPLETED			
ESTIMATED COMPLETION DATE	12/8/2013		

TECHNICAL PERFORMANCE

FACTORS/RATINGS	"PLUS" (11-+)	"EXCELLENT" (9-10)	"GOOD" (7-8)	"FAIR" (5-6)	"POOR" (3-4)	"UNSATISFACTORY" (0-2)	NOT APPLICABLE (N/A)
Completion of major tasks/ milestones/ deliverables on schedule.	11						
Responsiveness to changes in technical direction.		10					
Ability to identify risk factors and alternatives for alleviating risk.	11						
Ability to identify and solve problems expeditiously.		10					
Ability to deliver goods or services accordance with specification	11						
Ability to employ standard tools/methods.	11						

MANAGEMENT PERFORMANCE

FACTORS/RATINGS	"PLUS" (11-+)	"EXCELLENT" (9-10)	"GOOD" (7-8)	"FAIR" (5-6)	"POOR" (3-4)	"UNSATISFACTORY" (0-2)	NOT APPLICABLE (N/A)
Overall communication with staff.		10					
Effectiveness and reliability of Contractor's Key Personnel		10					
Ability to recruit and maintain qualified personnel.		10					
Ability to manage multiple and diverse projects/tasks from planning through execution.		10					
Ability to effectively manage subcontractors.							n/a
Ability to accurately estimate and control cost to complete tasks.		10					
Overall performance in planning, scheduling, and monitoring.		10					
Ability to resolve problems		10					
Use of management tools (e.g. cost/schedule, task management tools).		10					

CONTRACT ADMINISTRATION

FACTORS/RATINGS	YES	NO
Was the project completed on schedule? If not, how late was it: ___ < 30 days; ___ < 60 days; ___ < 90 days; ___ > 90 days		
Did the contractor submit unnecessary Change Order requests?		
Were contractor proposals for Change Orders reasonably priced?		
Were there any claims?		
Compliance with labor laws		
Compliance with safety requirements		
Given a choice, would you do business with this contractor again?		

Report completed by: Setve Lundsford Phone:915-599-3760

Department Director: Stuart Ed Phone:915-621-6822

**MOTION
DECEMBER 8, 2009**

Motion made by Representative Ortega, seconded by Mayor Pro Tempore Acosta, and carried to **AWARD** Solicitation No. 2010-009 (Rental of Portable Restrooms) to Hot Properties, Inc. d/b/a Sarabia's Portable Jons & Blue Sanitation for a total estimated award of \$577,935.

AYES: Representatives Lilly, Byrd, Acosta, Robinson, Quintana, and Ortega

NAYS: None

ABSTAIN: Representative Holguin

NOT PRESENT FOR THE VOTE: Representative O'Rourke

Department: Parks and Recreation
Award to: Hot Properties, Inc. d/b/a Sarabia's Portable Jons &
Blue Sanitation
El Paso, TX
Items: 1 - 12, 14 - 25
Option: One year
Annual Est. Amount: \$165,645 (Parks & Recreation)
\$ 27,000 (Other Departments)
Account No.: 51010366 - 502411 - 01101
51010370 - 502411 - 01101
Funding Source: FY 2010 Parks General Fund and various funding sources
from other City Departments
Total Est. Award: \$577,935 (3 years)

This is a thirty-six month requirements type contract.

The cost under this requirements contract is only an estimated minimum value. The actual cost of this contract may be higher or lower than the total estimated minimum value and will be the sum total at the end of the contract term, so long as increased funds are appropriated in the budget.

The Departments of Financial Services, Purchasing Division, and Parks and Recreation recommend award to Hot Properties, Inc. d/b/a Sarabia's Portable Jons & Blue Sanitation, the vendor offering the best value bid.

Richarda Duffy Momsen, City Clerk