

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

DEPARTMENT: Police Department

AGENDA DATE: October 9, 2012

CONTACT PERSON NAME AND PHONE NUMBER: A/C Robert Feidner, 564-7309

DISTRICT(S) AFFECTED: All

SUBJECT:

Request that the Purchasing Manager for Financial Services, Purchasing Division be authorized to exercise the City's option to extend the current Contract 2010-017 (Aviation Fuel Police Department) with Cutter Aviation El Paso, LP for two additional years pursuant to the award approved by City Council on October 13, 2009. The extended contract period will be from October 15, 2012 to October 14, 2014. The estimated annual amount for this contract is \$85,407.32

BACKGROUND / DISCUSSION:

Extension of this contract will allow for the continuation of air support services within the El Paso Police Department.

PRIOR COUNCIL ACTION:

The Council approved the original contract on October 13, 2009.

AMOUNT AND SOURCE OF FUNDING:

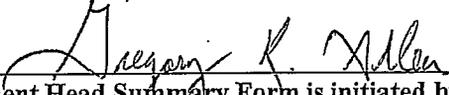
The total amount of \$170,814.64 will be charged to the Confiscated Funds budget from account number 321-21270-530090-4342.

BOARD / COMMISSION ACTION:

Enter appropriate comments or N/A

*****REQUIRED AUTHORIZATION*****

DEPARTMENT HEAD:



(If Department Head Summary Form is initiated by Purchasing,
client department should sign also)

Information copy to appropriate Deputy City Manager

**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 **OCTOBER 09, 2012**.

Request that the Purchasing Manager for Financial Services, Purchasing Division be authorized to exercise the City's option to extend current Contract 2009-017 Aviation Fuel with Cutter Aviation El Paso, LP for two (2) additional years pursuant to the provisions of an award approved by the City Council on October 13, 2009. The extended contract period will be from October 15, 2012 to October 14, 2014.

Department:	Police
Award to:	Cutter Aviation El Paso, LP El Paso, Texas
Option:	N/A
Annual Estimated Amount:	\$85,407.32
Total Estimated Amount:	\$170,814.64 (2 years)
Account No.:	321-21270-530090-4342
Funding Source:	Confiscated Funds
District(s):	All

This is a low bid, requirements contract.

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

Dedicated to Outstanding Customer Service for a Better Community

SERVICE SOLUTIONS SUCCESS



To: Financial Services – Purchasing Division
From: Greg. K. Allen
Chief of Police
Subject: Seven (7) Factor Option Memo
Date: September 14, 2012
Re: Solicitation No. (2010-017 Aviation Fuel Police Department)

Authorized Signature

El Paso Police Department recommends authorizing the Option to Extend Cutter Aviation for 2 years for the purchase of aviation fuel. Exercising this option would meet the following threshold considerations:

1. Are funds available for this Option to Extend?

Yes, funds are available in the FY 2012 Confiscated Funds Budget

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

Yes, this will allow for the continuation of air support services within the El Paso Police Department.

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

Yes, current contract price for Jet-A fuel is \$3.4083 per gal vs. \$4.88 per gal on the open market and the current contract price 100 Octane Av fuel is \$4.223 per gal vs. \$5.45 per gal on the open market.

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?

Yes, current contract will expire October 14, 2012 and does not allow enough time to re-bid the contract.

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

Yes.

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

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
Dr. Michiel R. Noe

District 6
Eddie Holguin Jr.

District 7
Steve Ortega

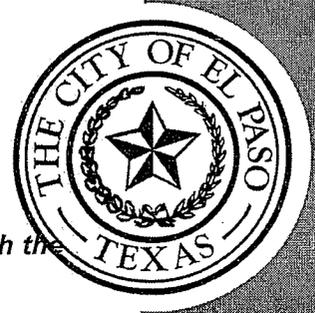
District 8
Cormey Carlisle Niland

City Manager
Joyce A. Wilson



FINANCIAL SERVICES – PURCHASING DIVISION
2 Civic Center Plaza, 7th Floor, City Hall – El Paso, Texas 79901
(915) 541-4308 FAX: (915) 541-4347 www.elpasotexas.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 Holgum Jr.

District 7
Steve Ortega

District 8
Beto O'Rourke

City Manager
Joyce A. Wilson

VENDOR PERFORMANCE REPORT

CONTRACT NUMBER AND TITLE 2010-017 Aviation Fuel Services							
COMPANY CONTACT INFORMATION							
COMPANY OWNER'S NAME		Cutter Aviation					
COMPANY ADDRESS		1771 Shuttle Columbia, El Paso TX 79925					
POINT OF CONTACT E-MAIL ADDRESS		AMoreno@cutteraviation.com					
PHONE/FAX NUMBERS		PHONE: 915-779-0270		FAX: 915-298-3653			
CONTRACT AMOUNT (\$)		\$ 85,407.32					
% COMPLETED / COMPLETED							
ESTIMATED COMPLETION DATE							
TECHNICAL PERFORMANCE							
FACTORS/RATINGS	PLUS (11-9)	EXCELLENT (10)	GOOD (7-6)	FAIR (5-4)	POOR (3-1)	UNSATISFACTORY (0-2)	NOT APPLICABLE (NA)
Completion of major tasks/ milestones/ deliverables on schedule.		10					
Responsiveness to changes in technical direction.		10					
Ability to identify risk factors and alternatives for alleviating risk.		10					
Ability to identify and solve problems expeditiously.		10					
Ability to deliver goods or services accordance with specification		10					
Ability to employ standard tools/methods.		10					
MANAGEMENT PERFORMANCE							
FACTORS/RATINGS	PLUS (11-9)	EXCELLENT (10)	GOOD (7-6)	FAIR (5-4)	POOR (3-1)	UNSATISFACTORY (0-2)	NOT APPLICABLE (NA)
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.		10					
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: Alex Rayas Alex Rayas		Phone: 915-772-3784					
Department Director:		Phone:					

MOTION
OCTOBER 13, 2009

Motion made, seconded, and unanimously carried to **AWARD** Solicitation No. 2010-017 (Aviation Fuel) to Cutter Aviation for a total estimated award of \$256,221.96.

Department:	Police
Award to:	Cutter Aviation El Paso, TX
Items:	All
Option:	Two years
Annual Estimated Amount:	\$85,407.32
Account No.:	21150060 – 503009 – 16411 – P500232
Funding Source:	Confiscated Funds
Total Estimated Award:	\$256,221.96 (3-year total)

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 Police recommend award as indicated to the sole bidder.

Richarda Duffy Momsen, City Clerk