

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

DEPARTMENT: Police

AGENDA DATE: October 23, 2012

CONTACT PERSON/PHONE: Robert Feidner, Assistant Police Chief (915) 564-7309
Bruce D. Collins – Purchasing Manager (915) 541-4313

DISTRICT(S) AFFECTED: 8

SUBJECT:

Request that the Purchasing Manager for Financial Services, Purchasing Division be authorized to exercise the City's option to extend current Contract 2009-289 Security Guard Services with Police Headquarters with Ruiz Protective Service, Inc. for two (2) additional years pursuant to the provisions of an award approved by the City Council on October 20, 2009. The total estimated award amount is \$139,974.00. The extended contract period will be from November 1, 2012 to October 31, 2014.

BACKGROUND / DISCUSSION:

The El Paso Police Department is recommending the extension of the above contract. The approval of this award will provide security services for its Headquarters located at 911 N. Raynor. The security services are required for after regular business hours, 24 hour coverage for city observed holidays and weekends. Local business is being supported.

SELECTION SUMMARY:

Exercising this option would meet the following threshold considerations (i) funds available; (ii) requirement fills and existing city 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.

PRIOR COUNCIL ACTION:

Yes. City Council previously awarded Contract 2009-289 Security Guard Services with Police Headquarters October 20, 2009, Item 8A.

AMOUNT AND SOURCE OF FUNDING:

321/21000/522120/1000 – Security Contracts – General Funds

BOARD / COMMISSION ACTION:

N/A.

*****AUTHORIZATION*****

DEPARTMENT HEAD: _____

**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 23, 2012**

Request that the Purchasing Manager for Financial Services, Purchasing Division be authorized to exercise the City's option to extend current Contract 2009-289 Security Guard Services with Police Headquarters with Ruiz Protective Service, Inc. for two (2) additional years pursuant to the provisions of an award approved by the City Council on October 20, 2009. The extended contract period will be from November 1, 2012 to October 31, 2014.

Department:	Police
Award to:	Ruiz Protective Service, Inc. El Paso, TX
Option:	2 Years
Annual Estimated Amount:	\$69,987.00
Total Estimated Amount:	\$139,974.00 (2 years)
Account No.:	321-21000-522120-1000
Funding Source:	General Fund – Security Contracts
District(s):	8

This is a Best Value, Service 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: October 10, 2012
Re: Solicitation No. 2009-289 – Security Guard Services – El Paso Police Headquarters

The El Paso Police Department recommends authorizing the Option to Extend Security Services for El Paso Police Headquarters for 2 years. Exercising this option would meet the following threshold considerations:

1. Are funds available for this Option to Extend?

Yes, the FY 2013 Adopted Budget includes funds to pay for this service.

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

Yes, the El Paso Police Department has determined that it is cost beneficial to hire security guards instead of an officer's salary during non-business hours. Police Headquarters are required to remain open 24/7.

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

Yes, the price in contract 2009-289 is 19% lower than the current market price.

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 option price is still the lowest obtainable market price available.

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/?

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
Dr. Michiel R. Noe

District 6
Eddie Holguin Jr.

District 7
Steve Ortega

District 8
Courtney 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



Texas Comptroller
Leadership Circle

VENDOR PERFORMANCE REPORT

CONTRACT NUMBER AND TITLE:

COMPANY CONTACT INFORMATION

COMPANY/OWNER'S NAME	RUIZ PROTECTIVE SERVICE INC.		
COMPANY ADDRESS	5530 E. PAISANO		
POINT OF CONTACT E-MAIL ADDRESS	ROBERTO CONTRERAS ROBERTO@RUIZSERVICE.COM		
PHONE/FAX NUMBERS	PHONE	532-6300	FAX 532-6314
CONTRACT AMOUNT (\$)	\$69,727.00 NR		
% COMPLETED / COMPLETED	95 / 10		
ESTIMATED COMPLETION DATE	10-31-2012		

TECHNICAL PERFORMANCE

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

MANAGEMENT PERFORMANCE

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

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	X	
Did the contractor submit unnecessary Change Order requests?		X NA
Were contractor proposals for Change Orders reasonably priced?		X NA
Were there any claims?		X
Compliance with labor laws	X	
Compliance with safety requirements	X	
Given a choice, would you do business with this contractor again?	X	

Report completed by: MARCUS SOMMERS Phone: 915-472-5989
 Department Director: _____ Phone: _____

03/12

**MOTION
OCTOBER 20, 2009**

Motion made, seconded, and unanimously carried to **AWARD** Solicitation No. 2009-289 (Security Guard Services – Police Headquarters) to Ruiz Protective Service, Inc. for a total estimated award of \$208,265.46.

Department:	Police
Award to:	Ruiz Protective Service, Inc. El Paso, TX
Items:	All
Option:	Two years
Annual Estimated Amount:	\$69,421.82
Account No.:	21010061 – 502212 – 01101
Funding Source:	General Funds
Total Estimated Award:	\$208,265.46 (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 Ruiz Protective Service, Inc., the vendor offering the best value bid.

Richarda Duffy Momsen, City Clerk

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

DEPARTMENT: El Paso Zoo

AGENDA DATE: October 23, 2012

CONTACT PERSON/PHONE: LEONOR WILSON, BUSINESS FINANCIAL MANAGER, 521-1854
BRUCE D. COLLINS, PURCHASING MANAGER, 541-4313

DISTRICT(S) AFFECTED: ALL

SUBJECT:

El Paso Zoo Department recommends to extend an additional (2) two years with Ruiz Protective Service, Inc. for Security Guard Services.

BACKGROUND / DISCUSSION:

The El Paso Zoo has reviewed contract 2009-265 with Ruiz Protective Service, Inc. and recommends the extension for an additional (2) two years prior to the expiration of the original term of Contract at the same (Dispatcher) price of \$9.78 and \$10.69 for (Security Supervisor) per hour for an estimated annual amount of \$229,023.52 for a two year total of \$458,047.04. The City of El Paso awarded the Security Guard Services contract for the El Paso Zoo to Ruiz Protective Services, Inc. for 12 months starting on October 13, 2009.

SELECTION SUMMARY:

Exercising this option would meet the following threshold considerations (i) funds available; (ii) requirement fills and existing city 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, Financial Services / Purchasing Division recommend exercising the available option.

PRIOR COUNCIL ACTION:

The City of El Paso awarded the Best Value contract for the El Paso Zoo to Ruiz Protective Services, Inc. for 36 months starting on October 13, 2009 with the option of a (2) two year extension.

AMOUNT AND SOURCE OF FUNDING:

Account: 452-52130-522120-3400
Source of Funding: Zoo Gate revenue Administration – Security

BOARD / COMMISSION ACTION:

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

DEPARTMENT HEAD:

Name Signature Date

**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 23, 2012**

Request that the Purchasing Manager for Financial Services, Purchasing Division be authorized to exercise the City's option to extend current Contract 2009-265 Security Guard Services with Ruiz Protective Services, Inc. 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 November 1, 2013 to October 30, 2015.

Department:	Zoo Department
Award to:	Ruiz Protective Services, Inc. El Paso, TX
Option:	None
Annual Estimated Amount:	\$229,023.52
Total Estimated Amount:	\$458,047.04 (2 Years)
Funding Source:	Zoo Gate Revenue Administration—Building/Facilities Maintenance
Account:	452-52130-522120-3400
District(s):	All

This is a Best Value, Service Contract

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

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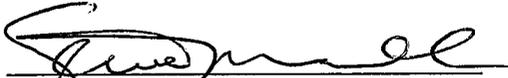
Financial Services – Purchasing Division

From: Steve Marshall, Zoo Director

Subject: Seven (7) Factor Option Memo

Date: October 1, 2013

Re: Solicitation No. 2009-295 Security Guard Services


Authorized Signature



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

Zoo recommends authorizing the option to extend Security Guard Services for 2 years. 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? Yes*
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*
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/? No*

Is the proposed vendor indebted to the City for any amount as documented through the City's Indebtedness Verification Form? No



FINANCIAL SERVICES DEPARTMENT – PURCHASING DIVISION
2 Civic Center Plaza, 7th Floor, City Hall – El Paso, Texas 79901
(915) 541-4308



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VENDOR PERFORMANCE REPORT

CONTRACT NUMBER AND TITLE: <i>2009-265 Security Guard Services</i>	
COMPANY CONTACT INFORMATION	
COMPANY/OWNER'S NAME	<i>Ruiz Protective Services Inc.</i>
COMPANY ADDRESS	<i>5530 E. Paisano, El Paso, TX 79905</i>
POINT OF CONTACT E-MAIL ADDRESS	<i>Robert Contreras Roberto@Ruizservices.com</i>
PHONE/FAX NUMBERS	PHONE <i>915-532-6300</i> FAX
CONTRACT AMOUNT (\$)	<i>\$229,023.52 Annual / \$687,070.56 (3 years)</i>
% COMPLETED / COMPLETED	
ESTIMATED COMPLETION DATE	<i>10/31/2012</i>

TECHNICAL PERFORMANCE							
FACTORS/RATINGS	"PLUS" (11-7)	"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.			✓				
Responsiveness to changes in technical direction.			✓				
Ability to identify risk factors and alternatives for alleviating risk.			✓				
Ability to identify and solve problems expeditiously.			✓				
Ability to deliver goods or services accordance with specification			✓				
Ability to employ standard tools/methods.			✓				

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

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: <i>Leonor Wilson</i>	Phone: <i>915-521-1854</i>
Department Director: <i>[Signature]</i>	Phone: <i>915-521-1850</i>

MOTION
OCTOBER 13, 2009

Motion made by Representative Byrd, seconded by Mayor Pro Tempore Acosta, and unanimously carried to **AWARD** Solicitation No. 2009-265 (Security Guard Services) to Ruiz Protective Services, Inc., for a total estimated amount of \$687,070.56.

Department:	Zoo
Award to:	Ruiz Protective Services, Inc. El Paso, TX
Items:	All (original offer)
Option:	Two years
Annual Estimated Amount:	\$229,023.52
Account No.:	52152001 – 15445 – 502212
Funding Source:	Zoo Operations/Gate Revenue/Security Contracts
Total Estimated Award:	\$687,070.56 (3-year total)

This is a thirty-six month 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 Zoo recommend award to Ruiz Protective Services, Inc., the vendor offering the best value bid.

Richarda Duffy Momsen, City Clerk