

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

DEPARTMENT: General Services

AGENDA DATE: October 23, 2012

CONTACT PERSON/PHONE: Stuart Ed, General Services Director, 915-621-6822
Bruce D. Collins, Purchasing Manager, 915- 541-4313

DISTRICT (S) AFFECTED: ALL

SUBJECT:

Request that the Purchasing Manager for Financial Services, Purchasing Division, be authorized to issue purchase orders to Sierra Machinery, Inc. a sole source provider, for the purchase of Volvo, Gradall and Doosan Genuine Parts, Product, Support Service and Maintenance. General Services estimates annual expenditures at \$140,000.00 per year for a three year term total of \$420,000.00.

BACKGROUND / DISCUSSION:

The city currently owns heavy equipment vehicles that require the use of Champion, Volvo, Samsung and/or Gradall parts and service. This sole source agreement for parts and service would allow for the maintenance and upkeep of Volvo, Gradall and Doosan equipment used by the Environmental Services Department and Street Department. Sierra Machinery, Inc. is the sole source and authorized dealer in southwest Texas and southern New Mexico. Local business is being supported.

PRIOR COUNCIL ACTION:

Yes, council previously awarded This sole source agreement for Parts and Service on August 25, 2009, Item 5B.

SELECTION SUMMARY:

Sierra Machinery, Inc. is the sole source provider of Volvo, Gradall and Doosan Parts and Service.

AMOUNT AND SOURCE OF FUNDING:

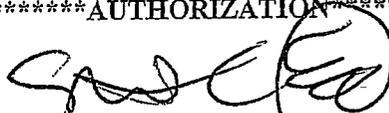
Department:	General Services
Amount	\$420,000.00
Funds Available:	Dept: 231 Div: 37020 Acct: 531210 Fund: 3600 Program: P3711 Dept: 231 Div: 37020 Acct: 531250 Fund: 3600 Program: P3701
Funds Source:	General Services Dept – Inventory Parts and Service – Internal Service Fund

BOARD / COMMISSION ACTION:

N/A

*****AUTHORIZATION*****

DEPARTMENT HEAD:



Stuart Ed, General Services Director

**COUNCIL PROJECT FORM
(SOLE SOURCE)**

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

Please place the following item on the **REGULAR** agenda for the Council Meeting of **OCTOBER 23, 2012**.

Discussion and action on the request that the Purchasing Manager for Financial Services, Purchasing Division be authorized to issue a Purchase Order(s) to Sierra Machinery, Inc., the sole authorized provider for parts, products, support services and maintenance in El Paso, Texas for Volvo, Doosan and Gradall equipment with the stipulation that the vendor provides an updated sole source letter and affidavit each year.

Department: General Services
Award to: Sierra Machinery, Inc.
El Paso, TX
Annual Estimated Amount: \$140,000.00
Total Estimated Award: \$420,000.00 (3 years)
Account No.: Dept #231 – Div #37020 - Acct #531210 – Fund #3600 – Program #P3711
Dept #231 – Div #37020 – Acct #531250 – Fund #3600 – Program #P3701
Funding Source: Supply Support Fund – Inventory Purchase – Materials & Supplies and
Supply Support Fund – Equipment Outside Repair Services

District(s): All
Sole Source No.: 2013-054

This is a sole source, proprietary parts and service contract.

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



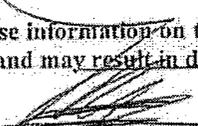
**FINANCIAL SERVICES
PURCHASING DIVISION**

SOLE SOURCE AFFIDAVIT

THIS IS AN OFFICIAL PURCHASING DOCUMENT - RETAIN WITH PURCHASE ORDER FILE

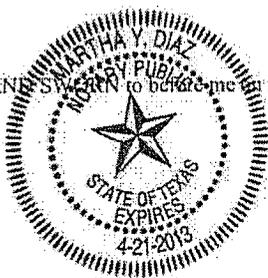
Before me, the undersigned official, on this day, personally appeared Maria F. Teran, a person known to me to be the person whose signature appears below, whom after being duly sworn upon his/her oath deposed and said:

1. My name is Maria F. Teran. I am over the age of 18, have never been convicted of a crime and am competent to make this affidavit.
2. I am an authorized representative of the following company or firm: Sierra Machinery, Inc.
3. The above named company or firm is the sole source for the following item(s), product(s) or service(s):
Volvo/Doosan/Gradall
4. Competition in providing the above named item(s) product(s), service(s) is precluded by the existence of a patent, copyright, secret process or monopoly as stated under Section 252.022, Subchapter A of the Local Governmental Code 7A or as provided for under 7B-F of the same section. Also, attached hereto is a sole source letter, which sets forth the reasons why this Vendor is a sole source provider (dated and signed).
5. There is/are no other like item(s) or product(s) available for purchase that would serve the same purpose or function.
6. Note: This Vendor understands that by providing false information on this Sole Source Affidavit, it may be considered a non-responsible Vendor on this and future purchases and may result in discontinuation of any/all business with the City of El Paso.



Signature

SUBSCRIBED AND SWORN to before me on this 27th day of August, 2012.



Martha Y. Diaz

NOTARY PUBLIC
MARTHA Y. DIAZ

PRINTED NAME
4-21-2013

MY COMMISSION EXPIRES

COMPANY NAME: Sierra Machinery, Inc.
ADDRESS, CITY, STATE & ZIP CODE: 939 Hawkins Blvd., El Paso, Texas 79915
PHONE: 915-772-0613 FAX NUMBER: 915-779-6086
CONTACT NAME AND TITLE: Maria F. Teran - President/COO
WEB ADDRESS: www.sierraelpaso.com EMAIL: aayon@sierraelpaso.com
FEDERAL TAX ID NUMBER: 74-2160500 TEXAS SALES TAX NUMBER: 1-74-2160500-1

VOLVO CONSTRUCTION EQUIPMENT



August 23, 2012
(717) 530-6277

Ms. Maria Teran
Sierra Machinery, Inc.
939 Hawkins Blvd.
El Paso, TX 79915

RE: Volvo Construction Equipment North America, Inc. ("Volvo CE")
Volvo Road Machinery Inc. ("Volvo Road")

Dear Ms. Teran:

Please be advised that Sierra Machinery, Inc. ("Sierra") is currently the only authorized Volvo CE and Volvo Road Dealer for full-line Volvo CE products in the following Counties of (i) New Mexico: Chaves, Dona Ana, Eddy, Grant, Hidalgo, Lincoln, Luna, Otero, Sierra and; (ii) Texas: Brewster, Culberson, El Paso, Hudspeth, Jeff Davis, Pecos, Presidio, Reeves, and Terrell.

Sierra is currently the only authorized Volvo CE and Volvo Road Dealer for full-line Volvo Road products in the following Counties of Texas: Brewster, Culberson, El Paso, Hudseth, Jeff Davis, Presidio, and Terrell and the following counties of New Mexico: Chaves, Dona Ana, Eddy, Grant, Hidalgo, Lea, Lincoln, Luna, Otero and Sierra.

Thus, currently Sierra Machinery is the only authorized source of genuine Volvo CE parts and service for construction equipment in the above areas as well as parts and service for the above Volvo Road products. Parts and services ordered from Sierra Machinery will provide warranty of the products.

Please feel free to call if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Lisa C. Slocum".

Lisa C. Slocum
Senior Paralegal – Dealer Transactions



Doosan Infracore
Portable Power
1293 Glenway Drive,
Statesville, NC 28625
T - 704 883 3656

August 16, 2012

To whom it may concern:

Please be advised that Sierra Machinery, Inc., with locations in El Paso, TX and Artesia, NM is the authorized distributor for Doosan Portable Power products including air compressors, light towers, and generators. As an authorized distributor, Sierra Machinery has exclusivity to sales, service, parts and warranty for these product lines in select counties of Texas and New Mexico.

If you have any questions, please call.

Regards

A handwritten signature in black ink, appearing to read "Rita Moore".

Rita Moore
Director of Sales, North America
Doosan Portable Power

GRADALL®

GRADALL INDUSTRIES, INC.

August 16, 2012

To Whom It May Concern:

This letter is to confirm that the Gradall Excavator distributor for the Northwest handle of Texas is Sierra Machinery, Inc.

As a sole source provider of Gradall Industries, Inc., Sierra Machinery is responsible for all machine and parts sales, as well as service.

Thank you again for your time. If you have any questions please feel free to contact me.

Sincerely,



Bernie Linn
Regional Sales Manager

VENDOR PERFORMANCE REPORT

CONTRACT NUMBER AND TITLE:			
COMPANY CONTACT INFORMATION			
COMPANY/OWNER'S NAME	Sierra Machinery, Inc.		
COMPANY ADDRESS	939 Hawkins Blvd, El Paso, TX 79915		
POINT OF CONTACT/E-MAIL ADDRESS	Richard Pedregon / rpedregon@sierraelpaso.com		
PHONE/FAX NUMBERS	PHONE	915-772-0613	FAX 915-772-8708
CONTRACT AMOUNT (\$)	\$150,000/yr		
% COMPLETED / COMPLETED			
ESTIMATED COMPLETION DATE	Annual po		

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.			7				
Responsiveness to changes in technical direction.			7				
Ability to identify risk factors and alternatives for alleviating risk.			7				
Ability to identify and solve problems expeditiously.			8				
Ability to deliver goods or services accordance with specification			8				
Ability to employ standard tools/methods.			8				

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.			8				
Effectiveness and reliability of Contractor's Key Personnel			8				
Ability to recruit and maintain qualified personnel.			7				
Ability to manage multiple and diverse projects/tasks from planning through execution.							N/A
Ability to effectively manage subcontractors.							N/A
Ability to accurately estimate and control cost to complete tasks.							N/A
Overall performance in planning, scheduling, and monitoring.							N/A
Ability to resolve problems			8				
Use of management tools (e.g. cost/schedule, task management tools).							N/A

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	YES	
Did the contractor submit unnecessary Change Order requests?		
Were contractor proposals for Change Orders reasonably priced?		
Were there any claims?		NO
Compliance with labor laws		
Compliance with safety requirements		
Given a choice, would you do business with this contractor again?	YES	

Report completed by: Materials Supervisor	Ruben Rodriguez	Phone: 915-621-6817
Department Director:	Stuart Ed	Phone: 915-621-6821