

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

**DEPARTMENT:** General Services – Facilities Division

**AGENDA DATE:** 10/26/10

**CONTACT NAME AND PHONE NUMBER:** Stuart Ed, Director, General Services, (915) 621-6822  
Bruce Collins, Purchasing Manager, Financial Services (915) 541-4313

**DISTRICT(S) AFFECTED:** ALL

**SUBJECT:**

Approve purchase order to Carpet Pile through TX-MAS contract 9-72IA010-20 for the purchase of carpet and tile and installation. This is a one time purchase for \$208,409.93 for work to be performed as listed below:

Pebble Hills Police Station: Ceramic Tile Demolition and Install - \$16,778.00  
El Paso Health Center: Carpet Demolition and Install - \$22,747.00  
MSC Building #1: Ceramic Tile Installation to include prep work - \$4,665.00  
MSC Administration Ceramic Tile and Rubber Floor Installation - \$36,865.00  
PD NE Regional Command Center: Ceramic Tile Demolition and Install - \$61,944.00  
Irving Shwartz Library: Ceramic Tile Demolition and Install - \$5,836.38  
Armijo Library: Ceramic Tile Demolition and Install - \$16,210.00  
Ysleta Library: Carpet Demolition and Install - \$19,867.00  
Westside Library: Carpet Demolition and Install - \$16,788.00  
Clardy Fox Library: Ceramic Tile Demolition and Install - \$2,509.55  
El Paso Museum of Art: Ceramic Tile Demolition and Install - \$4,200.00

Total expenditures are \$208,409.93.

**BACKGROUND / DISCUSSION:**

The city is currently improving and upgrading the facilities listed above in which the tile/carpet has been in place for a minimum of 15 years. These improvements are a pro-active action by the General Services Department that once completed, will enhance the appearance and overall image of both these facilities and the City overall while addressing deferred maintenance. Local business is being supported.

**PRIOR COUNCIL ACTION:**

Yes. Council approved the purchase of new furniture for the MSC Operations building on 02/23/10.

**AMOUNT AND SOURCE OF FUNDING:**

14400100-508027-27265-31010 – PCP09MF001 – General Services, Facilities Maintenance – Citywide Rehab

**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*

*Dedicated to Outstanding Customer Service for a Better Community*

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## Department Cooperative Purchase Memo

To: Edward Hyatt, Purchasing Division

From: Rene Barraza, General Services

Date: October 12, 2010

Re: TX-MAS Contract No. 9-72IA010-20 (Floor Covering)

The General Services Department recommends utilizing TX-MAS Contract No. 9-72IA010-20 (Floor Covering) to issue a \$208,409.93 purchase order to Carpet Pile for various carpet and tile installation projects throughout the City. The following are the factors used to evaluate the use of this procurement program as the best approach:

*1. Is there an urgent need for the product/service? In other words, is time of the essence?*

Yes. The current tile/carpet has been in place for a minimum of 15 years and an upgrade has become necessary at this point due broken tile, fading and wear and tear. This is a key component for the buildings and is a high priority as it will enhance the image the buildings and City overall. In total, 11 buildings will benefit from this upgrade.

*2. Does the purchase through the Program promote the standardization of equipment?*

Yes. The City is moving toward upgrading all buildings as it is needed. By doing this, all buildings will be cleaner, safer and more appealing for the public to use.

*3. Does the purchase through the Program support local business? If not, is there a comparable product/service available locally?*

Yes, local business is supported. Carpet Pile is a local business.

*4. Do the available vendors have prior work experience and/or familiarity with the City?*

Yes. Carpet Pile has installed tile and/or carpet in Fire Stations throughout the City, City Hall and MSC offices.

*5. Is the pricing reasonable as compared to other similar products/work performed for the City of El Paso in the past or as quoted from other companies?*

Price reasonableness has been established because the cooperative purchasing agency used a competitive bidding process in the awarding of the contract.

The participation by the City of El Paso in the Texas Procurement and Support Services (TPASS), State Contracts Program was approved by Mayor and City Council on February 27, 2007. The standard factors used to determine the use of a Cooperative Purchasing program were approved by City Council on June 24, 2008.

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**FINANCIAL SERVICES DEPARTMENT, PURCHASING DIVISION**

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