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

DEPARTMENT: Financial Services – Purchasing Division

AGENDA DATE: November 8, 2011

CONTACT PERSON NAME/PHONE: Bruce D. Collins (915) 541-4313.

DISTRICT(S) AFFECTED: ALL

SUBJECT:

Approve a Resolution to further expedite the procurement process by authorizing the City Manager or designee to issue, without further City Council action; purchase orders against the named Cooperative Procurement Programs in amount not exceed $100,000 dollars in the aggregate per cooperative purchasing program.

BACKGROUND / DISCUSSION:

The City of El Paso has the general authority to access the contracts of other governmental agencies cooperative purchasing programs. The goal is to combine the City of El Paso purchasing requirements with other agencies to achieve discount pricing which results in direct cost and administrative savings. On September 29, 2011, the Purchasing Division's LRC met and discussed the benefits of increasing the Cooperative Purchasing Program dollar threshold to $100,000 to further expedite the procurement process by allowing the Purchasing Division to process City purchase orders referencing the named Cooperative Purchasing Programs. The LRC Committee approved the request to the following entities, The Cooperative Purchasing Network (TCPN), Houston-Galveston Area Council (H-GAC), Texas Association of School Boards, Inc. (TASB) BuyBoard, ESC-Region 19 Cooperative Purchasing Program, the Harris County Department of Education Cooperative Purchasing Program, and the County of Tarrant Cooperative Purchasing Program.

SELECTION SUMMARY:

N/A

PRIOR COUNCIL ACTION:

The Cooperative Purchasing Network (Approved 3/27/07); Houston-Galveston Area Council (H-GAC) Cooperative Purchasing Program (Approved 5/8/07); Texas Association of School Boards, Inc. (TASB, Inc.) (Approved 8/21/07); ESC-Region 19 Cooperative Purchasing Program (Approved 3/4/08); Harris County Department of Education Cooperative Purchasing Program (Approved 8/18/09); and the Tarrant County Cooperative Purchasing Program (Approved 11/10/09).

AMOUNT AND SOURCE OF FUNDING:

Amounts and funding are dependent on the department's purchases and their approved funding status.

BOARD / COMMISSION ACTION: N/A

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

DEPARTMENT HEAD:

COUNCIL PROJECT FORM

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

Please place the following item on the **CONSENT** agenda (under **RESOLUTIONS**) for the Council Meeting of **NOVENBER 8, 2011**.

That the City of El Paso continue to participate in The Cooperative Purchasing Network, the Houston-Galveston Area Council (H-GAC) Cooperative Purchasing Program, the Texas Association of School Boards, Inc. (TASB, Inc.) Cooperative Purchasing BuyBoard, the ESC-Region 19 Cooperative Purchasing Program, the Harris County Department of Education Cooperative Purchasing Program, and the Tarrant County Cooperative Purchasing Program, and that the City Manager or her designee act as the *Agent of Record* and be authorized to execute any and all documents for the City's participation in these Programs and pay any required participation fees; and

That the City further expedites the procurement process by authorizing the City Manager or designee to issue, without further City Council action, purchase orders against any contract offered through The Cooperative Purchasing Network, the Houston-Galveston Area Council (H-GAC) Cooperative Purchasing Program, the Texas Association of School Boards, Inc. (TASB, Inc.) Cooperative Purchasing BuyBoard, the ESC-Region 19 Cooperative Purchasing Program, the Harris County Department of Education Cooperative Purchasing Program, and the Tarrant County Cooperative Purchasing Program, in an amount not to exceed One Hundred Thousand Dollars ($100,000) in the aggregate per cooperative purchasing program.

Department: Financial Services, Purchasing Division
Districts(s): ALL

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

RESOLUTION

WHEREAS, the City Council of the City of El Paso (the **"City"**) has previously approved resolutions authorizing the City's participation in cooperative procurement programs to expedite the purchasing process by utilizing other government agency's existing contacts that have already satisfied the Texas procurement statute;

WHEREAS, on March 27, 2007, the City Council approved a resolution authorizing the City's participation in The Cooperative Purchasing Network (TCPN), pursuant to the authority granted under Texas Government Code, Chapter 791 (Interlocal Cooperation Contracts), and Texas Local Government Code, Chapter 271, Subchapter F (Cooperative Purchasing Program);

WHEREAS, on May 8, 2007, the City Council approved a resolution authorizing the City's participation in the Houston-Galveston Area Council (H-GAC) Cooperative Purchasing Program, pursuant to the authority granted under Texas Government Code, Chapter 791 (Interlocal Cooperation Contracts), and Texas Local Government Code, Chapter 271, Subchapter F (Cooperative Purchasing Program);

WHEREAS, on August 21, 2007, the City Council approved a resolution authorizing the City's participation in the Texas Association of School Boards, Inc. Cooperative Purchasing BuyBoard, pursuant to the authority granted under Texas Government Code, Chapter 791 (Interlocal Cooperation Contracts), and Texas Local Government Code, Chapter 271, Subchapter F (Cooperative Purchasing Program);

WHEREAS, on March 4, 2008, the City Council approved a resolution authorizing the City's participation in the ESC-Region 19 Cooperative Purchasing Program pursuant to the authority granted under Texas Government Code, Chapter 791 (Interlocal Cooperation Contracts), and Texas Local Government Code, Chapter 271, Subchapter F (Cooperative Purchasing Program);

WHEREAS, on August 18, 2009, the City Council approved a resolution authorizing the City's participation in the Harris County Department of Education Cooperative Purchasing Program, pursuant to the authority granted under Texas Government Code, Chapter 791 (Interlocal Cooperation Contracts), and Texas Local Government Code, Chapter 271, Subchapter F (Cooperative Purchasing Program);

WHEREAS, on November 10, 2009, the City Council approved a resolution authorizing the City's participation in the Tarrant County Cooperative Purchasing Program pursuant to the authority granted under Texas Government Code, Chapter 791 (Interlocal Cooperation Contracts), and Texas Local Government Code, Chapter 271, Subchapter F (Cooperative Purchasing Program);

WHEREAS, in accordance with the requirements of the above mentioned cooperative purchasing programs, the A*gent of Record* for the City of El Paso shall be the City Manager or her designee, who shall be authorized to execute any and all documents for the City pertaining to its participation in these cooperative purchasing programs and who shall pay any required participation fees;

WHEREAS, the City has reviewed the benefits of participating in said cooperative purchasing programs and has concluded that the programs benefit the City through procurement cost savings. Consequently, the City desires to continue to participate in and utilize the contracts offered through such programs;

WHEREAS, the City desires to further enhance the benefits of its participation in these cooperative purchasing programs and expedite the procurement process by authorizing the City Manager or designee to issue, without further City Council action, purchase orders against any contract offered through The Cooperative Purchasing Network, the Houston-Galveston Area Council (H-GAC) Cooperative Purchasing Program, the Texas Association of School Boards, Inc. (TASB, Inc.) Cooperative Purchasing BuyBoard, the ESC-Region 19 Cooperative Purchasing Program, the Harris County Department of Education Cooperative Purchasing Program, and the Tarrant County Cooperative Purchasing Program, in an amount not to exceed One Hundred Thousand Dollars ($100,000.00) in the aggregate per cooperative purchasing program.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

THAT the City of El Paso continue to participate in The Cooperative Purchasing Network, the Houston-Galveston Area Council (H-GAC) Cooperative Purchasing Program, the Texas Association of School Boards, Inc. (TASB, Inc.) Cooperative Purchasing BuyBoard, the ESC-Region 19 Cooperative Purchasing Program, the Harris County Department of Education Cooperative Purchasing Program, and the Tarrant County Cooperative Purchasing Program, and that the City Manager or her designee act as the *Agent of Record* and be authorized to execute any and all documents for the City's participation in these Programs and pay any required participation fees; and

THAT the City further expedites the procurement process by authorizing the City Manager or designee to issue, without further City Council action, purchase orders against any contract offered through The Cooperative Purchasing Network, the Houston-Galveston Area Council (H-GAC) Cooperative Purchasing Program, the Texas Association of School Boards, Inc. (TASB, Inc.) Cooperative Purchasing BuyBoard, the ESC-Region 19 Cooperative Purchasing Program, the Harris County Department of Education Cooperative Purchasing Program, and the Tarrant County Cooperative Purchasing Program, in an amount not to exceed One Hundred Thousand Dollars ($100,000) in the aggregate per cooperative purchasing program.

ADOPTED this _____ day of _____ 2011.

CITY OF EL PASO

_____
John Cook, Mayor

ATTEST:

_____
Richarda D. Momsen
Municipal Clerk

APPROVED AS TO FORM:

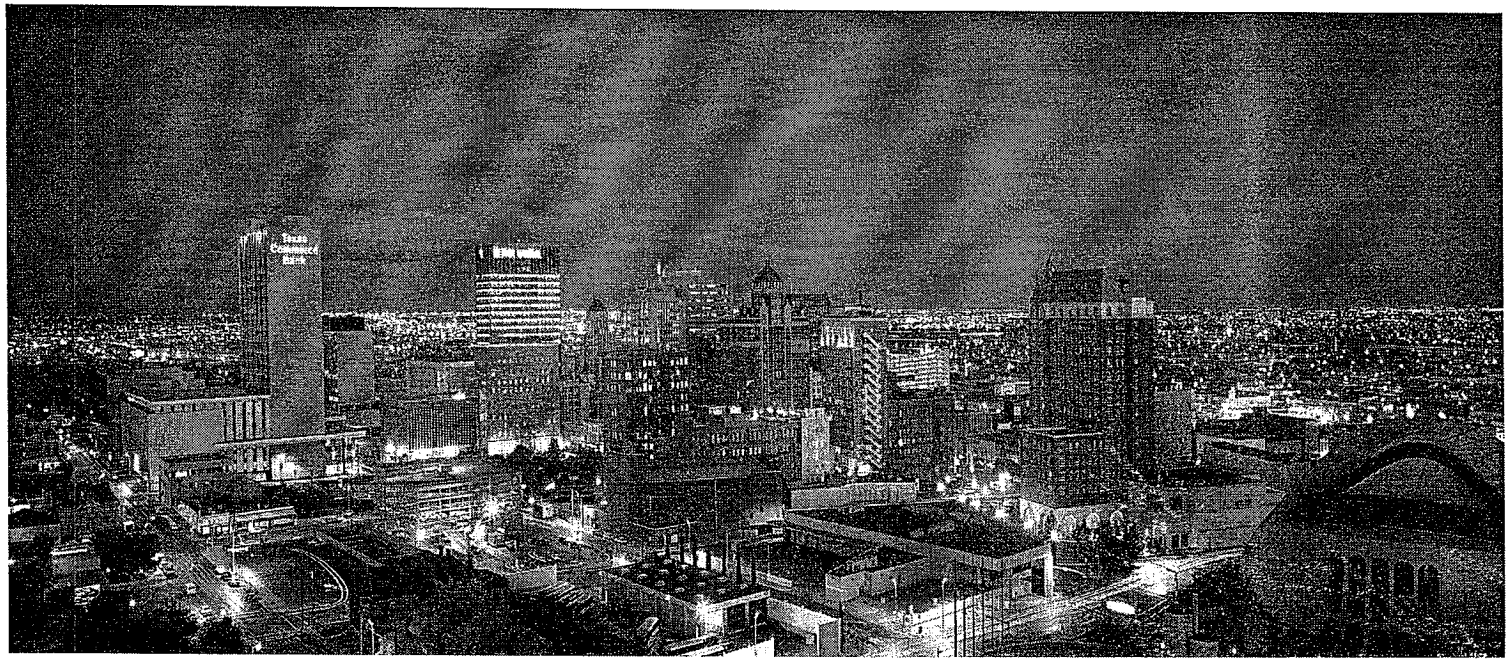
_____
Elizabeth M. Ruhmann
Assistant City Attorney

APPROVED AS TO CONTENT:

_____
Bruce Collins
Purchasing Manager

SERVICE SOLUTIONS SUCCESS

Cooperative Spending Limits



Existing Spending Limits

Approved by Council up to $50,000.00

Region 19 [Approved 03/04/08]

Texas Association of School Boards (Buy board) [Approved08/21/07]

The Cooperative Purchasing Network [Approved03/27/07]

Houston- Galveston Area Council (HGAC) [Approved05/08/07]

Harris County Department of Education Cooperative Purchasing Program [Approved08/18/09]

Tarrant County Cooperative Purchasing Program [Approved11/10/09]

Example of Current Processes Requiring Council Approval

Purchase of single item at $50,000.00

Ex: Bulldozer cost: $50,000.00

Council Approval

Multiple Purchases with aggregate total exceeding $50,000.00 per contract

Ex: Purchase 1 Equipment cost $45,0000

Purchase 2 Supplies cost $10,000

Council Approval

Recommended Spending Limit $100,000 dollars

- Region 19
- Texas Association of School Boards (Buy board)
- The Cooperative Purchasing Network
- Houston- Galveston Area Council (HGAC)
- Harris County Department of Education Cooperative Purchasing Program
- Tarrant County Cooperative Purchasing Program

Aligns with other cooperative thresholds established by City Council in 2007

Benefits

- Cost avoidance
- Improves efficiency
- Expedites delivery of services and /or goods to the citizens of El Paso
- Reduces number of actions required by Council purchases
- Use of Cooperative programs that have been competitively bid and procured