

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

DEPARTMENT: General Services – Fleet Division

AGENDA DATE: November 12, 2013

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

DISTRICT (S) AFFECTED: ALL

SUBJECT:

General Services – Fleet Division would like to purchase one (1) additional unit as per the terms and conditions of contract No. 2013-249 Mechanical Broom Sweepers (Re-Bid) that was awarded on October 8, 2013. The winning bidder was Stewart & Stevenson Truck Holdings dba On The Border Freightliner of El Paso. The additional purchase is for a total of \$209,989.00.

BACKGROUND / DISCUSSION:

The General Services Department – Fleet Division is recommending the purchase of an additional Mechanical Sweeper. The new Sweeper will be used to replace existing Sweepers that have met their life expectancy. This will allow for continual upkeep of City Streets maintaining them free of trash and debris. Local business is being supported.

PRIOR COUNCIL ACTION:

Yes. Council previously approved contract 2013-249 on October 8, 2013, Item 11A.

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 & Strategic Sourcing recommends exercising the available option.

AMOUNT AND SOURCE OF FUNDING:

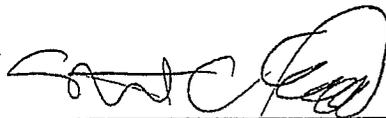
Department: General Services – Fleet Division
Amount \$209,989.00
Funds Available: Dept: 190 Acct: 580040 Fund: 4500 Div: 28310 Project: PGSDVRP01
Dept: 231 Acct: 580540 Fund: 2305 Div: 37010
Funds Source: General Services Dept – Capital All Years
General Services Dept – Environmental Services Fee

BOARD / COMMISSION ACTION:

N/A

*****AUTHORIZATION*****

DEPARTMENT HEAD:



Stuart C. Ed, General Services Director

**COUNCIL PROJECT FORM
(OPTION TO PURCHASE ADDITIONAL QUANTITIES)**

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

Please place the following item on the **CONSENT** agenda (under **PURCHASING REQUESTS, ETC.**) for the Council Meeting of **NOVEMBER 12, 2013**.

Request that the Purchasing Director of Purchasing & Strategic Sourcing Department be authorized to exercise the City's option to purchase up to 100% of the original contract quantities under Contract No. 2013-249 (Mechanical Broom Sweepers – Re-Bid) with Stewart & Stevenson Truck holdings dba On the Border Freightliner of El Paso pursuant to the provisions of the solicitation and the award approved by the City Council on October 8, 2013.

Department:	General Services – Fleet Division
Award to:	Stewart & Stevenson Truck Holdings dba On the Border Freightliner of El Paso El Paso, TX
Item(s):	All
Total Estimated Award:	\$209,989.00 (1 unit)
Account No.:	190 – 28310 – 580040 – 4500 – PGSDVRP01 231 – 37010 – 580540 – 2305
Funding Source:	General Services Department – Capital All Years General Services Department – Environmental Services Fee
District(s):	All

This is a Low bid, fixed-price, single (one-time) purchase.

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

VENDOR PERFORMANCE REPORT

CONTRACT NUMBER AND TITLE: 2013-249 - Mechanical Broom Sweepers (Re-Bid)

COMPANY CONTACT INFORMATION

COMPANY/OWNER'S NAME	Stewart & Stevenson Truck Holdings dba On The Border Freightliner of El Paso		
COMPANY ADDRESS	1367 N. Horizon Blvd.		
POINT OF CONTACT E-MAIL ADDRESS	st.buck@otbfreightliner.com		
PHONE/FAX NUMBERS	PHONE	(915) 852-4922	FAX (915) 852-4779
CONTRACT AMOUNT (\$)	\$839,956.00		
% COMPLETED / COMPLETED			
ESTIMATED COMPLETION DATE			

TECHNICAL PERFORMANCE

FACTORS/RATINGS	"PLUS" (11-9)	"EXCELLENT" (8-10)	"GOOD" (7-8)	"FAIR" (6-6)	"POOR" (3-4)	"UNSATISFACTORY" (0-2)	NOT APPLICABLE (N/A)
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.							
Ability to identify and solve problems expeditiously.		10					
Ability to deliver goods or services accordance with specification	11						
Ability to employ standard tools/methods.		10					

MANAGEMENT PERFORMANCE

FACTORS/RATINGS	"PLUS" (11-9)	"EXCELLENT" (8-10)	"GOOD" (7-8)	"FAIR" (6-6)	"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.							N/A
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							N/A
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	N/A	
Did the contractor submit unnecessary Change Order requests?	N/A	
Were contractor proposals for Change Orders reasonably priced?	N/A	
Were there any claims?	N/A	
Compliance with labor laws	N/A	
Compliance with safety requirements	N/A	
Given a choice, would you do business with this contractor again?	Yes	

Report completed by: Milton Roberts **Phone:** 621-6779

Department Director: Stuart Ed **Phone:** 621-6822

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Seven (7) Factor Option Memo

To: Financial Services – Purchasing Division
From: René Barraza, Business & Financial Manager
Subject: Seven (7) Factor Option
Date: October 29, 2013
Re: 2013-249 – Mechanical Broom Sweepers (Re-Bid)

The General Services Department recommends authorizing the option to purchase one (1) additional unit as per terms and conditions of contract number 2013-249 – Mechanical Broom Sweepers (Re-Bid). Exercising this option would meet the following threshold considerations:

- 1. Are funds available for this Option to Extend?**
Yes
- 2. Does the Requirement covered by this option fill an existing need of the City?**
Yes
- 3. Is the option price better than the current available market price?**
Yes, see item #4
- 4. Is the time between the date the contract was awarded and the date the option to extend is exercised so short that the market indicates the option is the lowest price obtainable through competition or the most advantageous offer?**
The current vendor was recently awarded contract 2013-249 as a result of being the lowest responsive, responsible bidder. Pricing for the additional Mechanical Sweeper will remain the same as an option in the contract which the vendor selected that states that they would provide the same unit price if another unit is purchased within 60 days. Taking this option ensures that the pricing provided by the vendor is consistent or better than current market prices.
- 5. Does the attached Vendor Performance Form show the vendor's performance rating to be "GOOD (7-8)" or better?**
Yes. The vendor received an overall "Good" rating.
- 6. Is the vendor currently under debarred status as per System for Award Management (SAM) www.sam.gov?**
No.
- 7. Is the proposed vendor indebted to the City for any amount as documented in the City's Indebtedness Verification Form?** No.

Mayor
Oscar Leaser

City Council

District 1
Ann Morgan Lilly

District 2
Larry Romero

District 3
Emma Acosta

District 4
Carl L. Robinson

District 5
Dr. Michael R. Nae

District 6
Eddie Holguin Jr.

District 7
Lily Limon

District 8
Cortney C. Niland

City Manager
Joyce A. Wilson

Purchasing & Strategic Sourcing Department

City Hall, 1st Floor | 300 N. Campbell | El Paso, Texas 79901 | (915) 541-4308

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**MOTION
OCTOBER 8, 2013**

Motion made by Mayor Pro Tempore Niland, seconded by Representative Acosta, and unanimously carried to **AWARD** Solicitation No. 2013-249 Mechanical Broom Sweepers (Re-bid) to Stewart & Stevenson Truck Holdings dba On the Border Freightliner of El Paso for a total estimated award of \$839,956.

NOT PRESENT FOR THE VOTE: Representative Robinson
ABSENT: Representative Limón

Department:	General Services – Fleet Division
Award to:	Stewart & Stevenson Truck Holdings dba On the Border Freightliner of El Paso El Paso, TX
Item(s):	All
Option to Extend:	Option to Purchase Additional Quantity within 60 days of Award
Total Estimated Award:	\$839,956 (4 units)
Account No.:	190 – 28310 – 580040 – 4500 – PGSDVRP01
Funding Source:	General Services Department – Capital All Years

This is a low bid, fixed-price, single (one-time) purchase.

The Purchasing and Strategic Sourcing Department and General Services – Fleet Division recommend award as indicated to Stewart & Stevenson Truck Holdings dba On the Border Freightliner of El Paso, the lowest responsive, responsible bidder.

Richarda Duffy Momsen, City Clerk