

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

**DEPARTMENT:** DEPARTMENT OF INFORMATION TECHNOLOGY

**AGENDA DATE:** November 13, 2012

**CONTACT PERSON/PHONE:** MIGUEL GAMINO, DEPARTMENT OF INFORMATION  
TECHNOLOGY SERVICES DIRECTOR, 541-4746

KURT FENSTERMACHER, INTERIM DIRECTOR, ENVIRONMENTAL  
SERVICES, 621-6892

BRUCE D. COLLINS, PURCHASING MANAGER, 541-4313

**DISTRICT (S) AFFECTED:** ALL

**SUBJECT:**

Award the following: Purchase of Computer Equipment  
To: Checkpoint Services, Inc. of El Paso, Texas  
Total Estimated Cost: \$ 510,000

Request that the Purchasing Manager, Financial Services, Purchasing Division, be authorized to issue a Purchase Order to Checkpoint Services Inc., a State Department of Information Resources (DIR) contractor under Contract Number DIR-SDD-890, for a total amount of \$510,000 for hardware and related accessories.

**BACKGROUND / DISCUSSION:**

The Department of Information Technology Services has implemented a Personal Computer (PC) Refresh program city-wide for various departments. This PC Refresh program shall provide a centralized funding and procurement model with many distinct benefits. It shall provide the ability to refresh designated PC's in a standardized way utilizing best business practices, minimizing the impact on productivity, providing centralized management and ensure day-to-day business continuity while remaining within budget and efficient departmental rollout.

In conjunction with the IT PC Refresh, the Environmental Services Department is requesting approval to expend an additional \$100,000 to upgrade hardware for Animal Services Field Staff at a later date during FY13. This award is part of the combined total listed above totaling \$510,000.

**SELECTION SUMMARY:**

The City of El Paso has the general authority to access the contract of other governmental agencies available through local, regional, and State cooperative programs. The City of El Paso may use those contracts that offer the best fit and overall value based on the City's specific needs and requirements. Texas DIR contractors and local vendors for DIR contract DIR-SDD-890.

**PRIOR COUNCIL ACTION:**

Yes, August 09, 2011, El Paso City Council authorized expenditures in the amount of \$200,000 for Dell Computers and related services for \$200,000 for Dell Computers and related services.

March 23, 2010, El Paso City Council authorized expenditures in the amount of \$600, 00 for Dell Computers and related services for various City Departments as the need arose. Participation by the City of El Paso in the DIR Program was approved by City Council on June 24, 2008.

**AMOUNT AND SOURCE OF FUNDING:**

Amount: \$ 410,000  
Funding Source: IT-Minor Capital: 239-15070-4960-580100  
Amount: \$ 100,000  
Funding Source: Environmental Capital: 334-34060-3150-580100

**BOARD / COMMISSION ACTION:**

N/A

\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**DEPARTMENT HEAD: Miguel Gamino, Director, Department of Information Technology Services**

\_\_\_\_\_  
Name Signature Date 10/31/2012

**Kurt Fenstermacher, Interim Director, Environmental Services Department**

\_\_\_\_\_  
Name Signature Date

**COUNCIL PROJECT FORM  
(COOPERATIVE CONTRACT)**

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

Please place the following item on the **REGULAR** agenda for the Council Meeting of **November 13, 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 Checkpoint Services Inc. a contractor under the Department Information Resources (DIR) Contract No. DIR-SDD-890, for the purchase of computer equipment. The City has made the determination that purchasing from this cooperative offers the most cost-effective pricing.

The participation by the City of El Paso in the Department of Information Resources (DIR) Cooperative Purchasing Program was approved by Mayor and City Council on February 27, 2007.

Department:	Information Technology
Award to:	Checkpoint Services Inc. El Paso, Texas
Total Estimated Award:	\$510,000
Account No.:	239-15070-580100-4960 (\$410,000) 334-34060-580100-3150 (\$100,000)
Funding Source:	IT-Minor Capital Environmental Capital
District(s):	All
Reference No.:	2013-075

This is a Cooperative, requirement contract.

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

Dedicated to Outstanding Customer Service for a Better Community

S E R V I C E   S O L U T I O N S   S U C C E S S



**To:** Bruce Collins, Purchasing Manager, (915) 541-4313

**From:** Miguel A. Gamino Jr., Director, Department of Information Technology Services  
(915) 541-4746

**From:** Kurt Fenstermacher, Interim Director, Environmental Services

**Date:** November 13, 2012

**Re:** Personal Computer (PC) purchase for City-wide and Environmental Services PC Refresh programs

The Department of Information Technology Services (DoITS) recommends issuing purchase orders to Checkpoint Services, Inc. for \$510,000 for the purchase of Personal Computers. Checkpoint is a Texas Department of Information Resources contractors and local vendors.

**1. Is there an urgent need for the product/service? In other words, is time of the essence?**  
Yes, the purchase is for City-wide and Environmental Services PC refresh programs.

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

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

Yes. Checkpoint is located at 1790 Commerce Park, Suite A-1, El Paso, Texas 79912.

**4. Do the available vendors have prior work experience and/or familiarity with the City?**  
Yes, Checkpoint has provided services in the past and currently a service provider for the City of El Paso.

**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?**

Yes, the prices were reviewed and determined to be reasonable by the DoITS staff. Additionally, as a DIR contractor the vendor has met the DIR contract services by using a competitive bidding process in the awarding of the DIR contract. The standard factors used to determine the use of a Cooperative Purchasing program were approved by City Council on June 24, 2008.

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  
Cortney Carlisle Niland

City Manager  
Joyce A. Wilson

All

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**Dell Marketing LP**

URL [Vendor Website](#)  
 Vendor ID 1742616805400  
 HUB Type Non HUB

DIR Contract Number DIR-SDD-890  
 Contract Term End Date 1/13/2013  
 Contract Exp Date 1/13/2013

Dell Marketing LP  
 Contact [Tracey Selberg](#)  
 Phone (512) 788-1653  
 Fax 512-283-9092

DIR  
 Contact [Phyllis Benitez](#)  
 Phone (512) 463-4854  
 Fax (512) 475-4759

**How to Order**

1. For product and pricing information, visit the [Dell Marketing LP website](#) or contact [Diane Wington](#) at (512) 726-4805. Reseller Vendors are also available through this Contract. You can also obtain product and pricing information from the Reseller Vendor contacts listed below (under Additional Contract Information-TX Order Fulfillers-By customer type). Please note that not all Reseller Vendors are authorized to accept orders from all customers. To determine the eligible Reseller Vendors for your account, please see contacts listed below (under Additional Contract Information-TX Order Fulfillers-By customer type).
2. Generate a purchase order, made payable to Dell Marketing LP or any Reseller Vendor listed below. You must reference Contract Number DIR-SDD-890 on your purchase order.
3. Email or fax your purchase order and quote form to Dell Marketing LP at (512) 283-9092 or any Reseller Vendor listed below.
4. Note: All customer purchase orders must reference contract number DIR-SDD-890 and Contract Code #48ABO when submitted to Dell or Reseller Vendor listed below.
5. Pricing is the same regardless of the Order Fulfiller so there is no need to contact more than one.

**Contract Overview**

DIR negotiates pricing for a quantity of one. Customers are encouraged to negotiate additional discounts based on volume.  
 DIR maintains a default administrative fee of .50 percent. In some cases, the fee may be as low as .25 percent.

[Get Adobe Reader](#)

Contract: [DIR-SDD-890](#)

[Standard Terms and Conditions PDF - 151 KB](#)  
 This appendix contains the standard DIR Terms and Conditions for the contract as of the date identified. Any initial exceptions to these Terms will be contained in the original contract. All subsequent changes or updates to the Terms and Conditions will be reflected in contract amendments.

[HUB Subcontracting Plan \(HSP\) PDF - 697 KB | Updated 08/06/2012](#)  
 The purpose of the HUB Program is to promote full and equal business opportunities for all businesses in State contracting in accordance with the goals specified in the State of Texas Disparity Study. The HSP identifies all authorized resellers and/or all subcontractors performing services.

[Pricing PDF - 55 KB | Updated 06/27/2012](#)  
 Pricing for available products and/or services under this contract are limited to those identified in the appendix.

**Electronic and Information Resources (EIR) Accessibility**  
 Information regarding Electronic and Information Resources (EIR) accessibility of this vendor's offerings is included in the contract. Agencies purchasing products or services are responsible for complying with Texas EIR Accessibility statute and rules, as defined in TGC 2054 Subchapter M, 1TAC 206, and 1 TAC 213. For additional information, visit the Vendor Website or contact the vendor directly.

**Available Brands**

- Agate Software
- alentum software
- Analyse-It
- Antenna Plus, LLC
- Anthro
- ACT Public Safety Corp

**Available Products & Services**

- Computer Peripherals
- Computers
- Computers - Desktop
- Computers - Laptops
- Computers - Portable
- Computers: Servers

**Additional Contract Information**

- [Appendix D, Customer Master Services Agreement \(65 KB\)](#)
- [Appendix E, Master Lease Agreement Revised December 2009 \(2594 KB\)](#)
- [Additional Contract Information-TX Order Fulfillers-By Customer Type \(184 KB\)](#)
- [Lease Purchase Schedule \(51 KB\)](#)

**Reseller Vendor Contacts**

Vendor Name	Vendor ID	HUB Type	Contact Name	Phone/Fax	Address