

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

DEPARTMENT: Environmental Services

AGENDA DATE: November 27, 2012

CONTACT PERSON NAME AND PHONE NUMBER:

Kurt Fenstermacher – Environmental Services, (915) 621-6892
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 exercise the City's option to extend current Contract 2009-259 (Security Guard Services) with Ruiz Protective Services Inc. for two additional years pursuant to the provisions of an award approved by the City Council on December 22, 2009. The extended contract period will be from January 1, 2013 to January 1, 2015.

BACKGROUND / DISCUSSION:

The Environmental Services Department is recommending the extension of the above contract. The contract will be consists of providing security guard services for the Environmental Services landfill. The estimated annual cost will be \$65,000.00 and for the two year extension total estimated amount will be \$130,000.00. Local business is being supported.

PRIOR COUNCIL ACTION:

Yes. City Council previously awarded Contract 2009-259 Security Guard Services to Ruiz Protective Services.

SELECTION SUMMARY:

N/A

AMOUNT AND SOURCE OF FUNDING:

Environmental Services
Fund: 3100
Division: 34130
Dept: 334
Accnt: 522120 (Security Contracts)

BOARD / COMMISSION ACTION:

N/A

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

DEPARTMENT HEAD: _____
Name Signature Date

**COUNCIL PROJECT FORM
(CONTRACT EXTENSION)**

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

Please place the following item on the Consent agenda for the Council Meeting of NOVEMBER 27, 2012.

Request that the Purchasing Manager for Financial Services, Purchasing Division be authorized to exercise the City's option to extend current Contract 2009-259 (Security Guard Services) with Ruiz Protective Services Inc. for two (2) additional years pursuant to the provisions of an award approved by the City Council on December 8, 2009. The extended contract period will be from January 1, 2013 to December 31, 2014.

Department:	Environmental Services
Award to:	Ruiz Protective Services El Paso, TX
Option:	Two years
Annual Estimated Amount:	\$65,000.00
Total Estimated Amount:	\$130,000.00
Account No.:	334 – 34130 – 522120 - 3100
Funding Source:	Environmental – Security Contracts
District(s):	All

This is Best Value, service contract.

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

Dedicated to Outstanding Customer Service for a Better Community

SERVICE SOLUTIONS SUCCESS



To: Financial Services – Purchasing Division
From: Kurt Fenstermacher, Environmental Svcs Director _____
Subject: Seven (7) Factor Option Memo
Date: November 27, 2012
Re: Solicitation No. (2009-259-Ruiz Protective Svc-Security Guard Services-EP Landfills)

Authorized Signature

Environmental Services recommends authorizing the Option to Extend Ruiz Protective Service Inc. for 2 years of security guard services for the landfill. Exercising this option would meet the following threshold considerations:

1. Are funds available for this Option to Extend?

Yes, funds are available for this service under fund 3100 Environmental Services.

2. Is the Requirement covered by this option fill an existing need of the City?

Yes, to provide security to the landfill daily operation.

2. Is the option price better than current available market price?

The contract was awarded to Ruiz Protective Services by offering the best value to the City.

4. Is the time between award of the contract and exercising the option so short that the market indicates the option is the lowest price obtainable through competition or most advantageous offer?

N/A

5. Is the attached Vendor Performance form show the vendors' performance to be "7-8" or higher?

The performance report shows an average score of 7 based on the factors the applied to the vendor.

6. Is the vendor currently under debarred status as per Excluded Parties List System (EPLS) at www.epls.gov/?

No

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. Michel R. Noe

District 6
Eddie Holguin Jr.

District 7
Steve Ortega

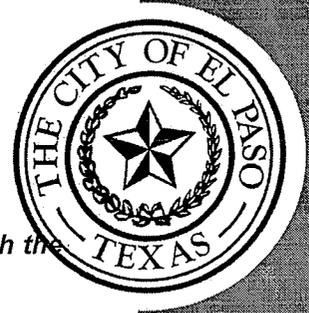
District 8
Courtney Carlisle Niland

City Manager
Joyce A. Wilson



FINANCIAL SERVICES – PURCHASING DIVISION
2 Civic Center Plaza, 7th Floor, City Hall – El Paso, Texas 79901
(915) 541-4308 FAX: (915) 541-4347 www.elpasotexas.gov





7. *Is the proposed vendor indebted to the City for any amount as documented through the City's Indebtedness Verification Form?*

No

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
Rachel Quintana

District 6
Eddie Holguin Jr.

District 7
Steve Ortega

District 8
Beto O'Rourke

City Manager
Joyce A. Wilson

**MOTION
DECEMBER 8, 2009**

Motion made by Representative Byrd, seconded by Representative Ortega, and unanimously carried to **AWARD** Solicitation No. 2009-259 (Security Guard Services – El Paso Landfills) to Ruiz Protective Services for a total estimated award of \$513,135.

Department:	Environmental Services
Award to:	Ruiz Protective Services El Paso, TX
Items:	All
Option:	Two years
Annual Estimated Amount:	\$171,045
Account No.:	34010296 – 502212 - 40403
Funding Source:	Security Contracts
Total Estimated Award:	\$513,135 (3 years)

This is a thirty-six month requirements type contract effective January 1, 2010.

The cost under this requirements contract is only an estimated minimum value. The actual cost of this contract may be higher or lower than the total estimated minimum value and will be the sum total at the end of the contract term, so long as increased funds are appropriated in the budget.

The Departments of Financial Services, Purchasing Division, and Environmental Services recommend award to Ruiz Protective Services, the vendor offering the best value bid.

Richarda Duffy Momsen, City Clerk

VENDOR PERFORMANCE REPORT

CONTRACT NUMBER AND TITLE:

COMPANY CONTACT INFORMATION

COMPANY/OWNER'S NAME	Ruiz Protectiv Service Inc.		
COMPANY ADDRESS	5530 E. Paisano, El Paso, TX 79905		
POINT OF CONTACT E-MAIL ADDRESS	al@ruizservices.com		
PHONE/FAX NUMBERS	PHONE	915-613-3876	FAX
CONTRACT AMOUNT (\$)	\$513.135.00 (3 years)		
% COMPLETED / COMPLETED	100%		
ESTIMATED COMPLETION DATE	1/1/2013		

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.							N/A
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.			7				
Ability to deliver goods or services accordance with specification			7				
Ability to employ standard tools/methods.			7				

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.			7				
Effectiveness and reliability of Contractor's Key Personnel			7				
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.			7				
Ability to resolve problems			7				
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?		NO
Compliance with labor laws	YES	
Compliance with safety requirements	YES	
Given a choice, would you do business with this contractor again?	YES	

Report completed by: Valerie Joosten

Phone: 915-621-6706

Department Director: Kurt Fenstermacher

Phone: 915-621-6700

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