

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

**DEPARTMENT:** Library

**AGENDA DATE:** December 21, 2010

**CONTACT PERSON NAME AND PHONE NUMBER:** Bruce D. Collins – Purchasing Manager, (915) 541-4313  
Debbie Hamlyn, Interim Library Director/Deputy City  
Manager, (915) 541-4686.

**DISTRICT(S) AFFECTED:** All

**SUBJECT:**

**Award the following solicitation:** DIR-SDD-1364 for hardware, software, supplies, and services  
**To:** Decision Tree of El Paso, TX  
**Estimated Expenditures:** \$563,339.11

**BACKGROUND / DISCUSSION:**

The Library is recommending the award of the above Decision Tree, Inc. It includes hardware, software, supplies and services and will be used to meet the City's obligation to the ARRA Broadband Technology Opportunities Program (BTOP) Public Computer Center (PCC) grant number 48-42-B10570. This purchase will be done to meet the grant deadline of March 31, 2010 for retrofitting the first 34 Public Computer Centers.

**PRIOR COUNCIL ACTION:**

N/A

**AMOUNT AND SOURCE OF FUNDING:**

Department: Library  
Amount: \$563,339.11  
Funds Available: Dept #53150073 – Account Numbers# Various - Fund# 07079-Grant #48-42-B10570  
Funds Source: ARRA BTOP Virtual Village

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**BOARD / COMMISSION ACTION:**

N/A

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\*\*\*\*\*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*

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December 6, 2010

To: Bruce D. Collins, Purchasing Manager  
Michael Plum, Procurement Analyst

From: Debbie Hamlyn, Deputy City Manager

Signature: \_\_\_\_\_

Re: Purchase of hardware, software, supplies, and services to retrofit 34 centers as mandated by the ARRA Broadband Technology Opportunities Program (BTOP) Public Computer Centers (PCC) grant number 48-42-B10570 - DIR-SDD-1364.

The Library recommends utilizing the Texas Department of Information Resource (DIR) contract number DIR-SDD-1364 to issue a purchase order to Decision Tree Inc. for the amount of \$563,339.11, for computer peripherals, software and supplies to meet the City's obligation to the ARRA Broadband Technology Opportunities Program (BTOP) Public Computer Centers (PCC) grant number 48-42-B10570. This purchase will be done to retrofit the first 34 PCCs. 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, there is a grant deadline of December 31, 2010 dictating the purchase of the referenced items.

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

Yes, hardware standardization will continue to be preserved with the use of these three contracts.

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

Yes, local business is being supported. Decision Tree Inc., a HUB, is located in El Paso, TX.

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

Yes, Decision Tree Inc. has been servicing the City of El Paso and El Paso businesses for years. It is a reliable vendor whose deliverables are expected to arrive timely to help us meet this and other grant deadlines.

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 Department of Information Resource (DIR) Cooperative Purchasing Program was approved by Mayor and City Council on February 27, 2007.



Mayor  
John F. Cook

City Council

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*District 7*  
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*District 8*  
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City Manager  
Joyce A. Wilson



**FINANCIAL SERVICES DEPARTMENT, PURCHASING DIVISION**

2 CIVIC CENTER PLAZA, 7<sup>TH</sup> FLOOR, EL PASO, TX 79901 MAIN: 915-541-4308 FAX: 915-541-4347 [www.elpasotexas.gov](http://www.elpasotexas.gov)

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**Hewlett-Packard Company**

URL	<a href="#">Vendor Website</a>	DIR Contract Number	DIR-SDD-1364
Vendor ID	1941081436211	Contract Term End Date	5/5/2011
HUB Type	Non HUB	Contract Exp Date	5/5/2014

**Hewlett-Packard Company**

Contact [Joe Perugini](#)  
 Phone (936) 689-0598  
 Fax (832) 442-5921

**DIR**

Contact [Aiko Morales](#)  
 Phone (512) 475-0515  
 Fax (512) 475-4759

**Contract Overview**

[Get Adobe Reader](#)

Contract: [DIR-SDD-1364](#)

**Standard Terms and Conditions PDF - 243 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 - 373 KB | Updated 10/13/2010**

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 - 277 KB | Updated 11/15/2010**

Pricing for available products and/or services under this contract are limited to those identified in the appendix.

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