

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

**AGENDA DATE:** December 6, 2022  
**PUBLIC HEARING DATE:** Not Applicable

**CONTACT PERSON(S) NAME AND PHONE NUMBER:**  
Richard J. Bristol, Streets & Maintenance Director, (915) 212-7000  
Claudia A. Garcia, Interim Director of Purchasing & Strategic Sourcing, (915) 212-1218

**DISTRICT(S) AFFECTED:** All

**STRATEGIC GOAL:** No. 7 – Enhance and Sustain El Paso's Infrastructure Network

**SUBGOAL:** 7.2 – Improve Competitiveness Through Infrastructure Improvements Impacting the Quality of Life

**SUBJECT:**

Discussion and action on the request that the Director of Purchasing & Strategic Sourcing Department be authorized to issue Purchase Order(s) to TE of El Paso, LLC., the sole and authorized distributor for the 2023-0168 Autocar Proprietary Parts and Service, for a term of three (3) years for an estimated amount of \$675,000.00, with a stipulation that TE of El Paso, LLC. provides an updated sole source letter and affidavit each year.

**BACKGROUND / DISCUSSION:**

This contract will allow the purchase of Autocar Proprietary Parts and Service for the Fleet Division.

**SELECTION SUMMARY:**

N/A

**CONTRACT VARIANCE:**

N/A

**PROTEST**

N/A

**PRIOR COUNCIL ACTION:**

N/A

**AMOUNT AND SOURCE OF FUNDING:**

Amount: \$675,000.00

Funding Source: Internal Service Fund

Account: 532 – 3600 – 531210 – 37020 – P3701 (Parts)

532 – 3600 – 531250 – 37020 – P3701 (Service)

HAVE ALL AFFECTED DEPARTMENTS BEEN NOTIFIED?  YES  NO

PRIMARY DEPARTMENT: Streets & Maintenance

SECONDARY DEPARTMENT: Purchasing & Strategic Sourcing

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

DEPARTMENT HEAD:



11-1-22

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Richard J. Bristol, Streets & Maintenance Director

**COUNCIL PROJECT FORM  
(SOLE SOURCE)**

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

Please place the following item on the **REGULAR** agenda for the Council Meeting of **December 6, 2022**.

**Strategic Goal 7: Enhance and Sustain El Paso’s Infrastructure Network**

The linkage to the strategic plan is subsection 7.2 – Improve Competitiveness Through Infrastructure Improvements Impacting the Quality of Life.

**Award Summary:**

Discussion and action on the request that the Director of Purchasing & Strategic Sourcing Department be authorized to issue Purchase Order(s) to TE of El Paso, LLC., the sole and authorized distributor for the 2023-0168 Autocar Proprietary Parts and Service, for a term of three (3) years for an estimated amount of \$675,000.00, with a stipulation that TE of El Paso, LLC. provides an updated sole source letter and affidavit each year. This contract will allow the purchase of Autocar Proprietary Parts and Service for the Fleet Division.

**Contract Variance:**

N/A

Department:	Streets and Maintenance
Vendor:	TE of El Paso, LLC El Paso, TX
Initial Term:	3 Years
Annual Estimated Award:	\$225,000.00
Total Estimated Award:	\$675,000.00 (3 Years)
Account No.:	532 – 3600 – 531210 – 37020 – P3701 (Parts) 532 – 3600 – 531250 – 37020 – P3701 (Service)
Funding Source:	Internal Service Fund
District(s):	All

This is a Sole Source contract.

The Purchasing & Strategic Sourcing and Streets and Maintenance Departments recommend award as indicated to TE of El Paso, LLC, the sole and authorized distributor.

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



**PURCHASING & STRATEGIC SOURCING DEPARTMENT**  
**SOLE SOURCE AFFIDAVIT**

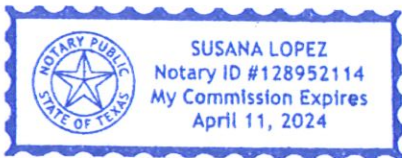
THIS IS AN OFFICIAL PURCHASING DOCUMENT-RETAIN WITH PURCHASE ORDER FILE

Before me, the undersigned official, on this day, personally appeared \_\_\_\_\_ a person known to me to be the person whose signature appears below, whom after being duly sworn upon his/her oath deposed and said:

1. My name is Dustin Smith. I am over the age of 18, have never been of a convicted crime and am competent to make this affidavit.
2. I am an authorized representative of the following company or firm: TE El Paso, LLC
3. The above named company or firm is the sole source for the following item(s), product(s) or service(s):  
Autocar
4. Competition in providing the above named item(s) product(s), service(s) is precluded by the existence of a patent, copyright, secret process or monopoly as stated under Section 252.022, Subchapter A of the Local Governmental Code 7A or as provided for under 7B-F of the same section. Also, attached hereto is a sole source letter, which sets forth the reasons why this Vendor is a sole source provider (dated and signed).
5. There is/are no other like item(s) or product(s) available for purchase that would serve the same purpose or function.
6. **Note: This Vendor understands that by providing false information on this Sole Source Affidavit, it may be considered a non-responsible Vendor on this and future purchases and may result in discontinuation of any/all business with the City of El Paso.**

Dustin Smith  
Signature

SUBSCRIBED AND SWORN to before me on this 18 day of October



Susana Lopez  
NOTARY PUBLIC  
Susana Lopez  
PRINTED NAME  
April 11 2024  
MY COMMISSION EXPIRES

COMPANY NAME: TE El Paso, LLC

ADDRESS, CITY, STATE & ZIP CODE 13675 Gateway West

PHONE: 915-858-4464 FAX NUMBER: \_\_\_\_\_

CONTACT NAME AND TITLE: Dustin Smith- Controller

WEB ADDRESS: \_\_\_\_\_ EMAIL: dustin.smith@doggett.com

FEDERAL TAX ID NUMBER: 84-2565460 TEXAS SALES TAX NUMBER: \_\_\_\_\_



October 11, 2022

To: Whom it may concern,

The purpose of this letter is to assure those it may concern that Truck Enterprises of El Paso is the exclusive and only provider of Autocar service parts in the El Paso marketplace.

If there are any questions concerning this statement regarding Autocar service parts availability in El Paso, please have those parties with questions contact me directly.

Respectfully,

Bill House

Director of Dealer Sales

Autocar LLC/ GVW Parts

PH: 630-414-6366