

Items 29 and 41
Motorcycle Parts & Service and
Ford Proprietary Parts
Regular City Council Agenda

January 31, 2023



Agenda

- Best-Value Procurement Process
- Procurement Information
- Post-COVID Economic Uncertainty
- Impact on Vendors



Best Value Procurement Process



The Best Value procurement method seeks to award based on the bidder offering the best value bid. It is **not** based solely on price but includes evaluation factors.

The is method is typically used for the following projects:

- Janitorial
- Security Guards
- Ground Maintenance
- Services related to repair and maintenance

Governing Regulations:

- ❖ Texas Government Code, Chapter 252. Purchasing and Contracting Authority of Municipalities, Counties, and Certain Other Local Governments.
- Resolution dated August 28, 2012 Adopted Medical Benefits for Evaluation Criteria
- Ordinance No. 016529 dated December 19, 2006 for Indebtedness
- Ordinance No. 016300 dated March 7, 2006 Lobbying
- ❖ Ordinance No. 018370 dated June 16, 2015 Wage Theft
- Title VI
- ❖ 2 CFR 200



Best Value - Workflow

EPA TX

A. Creation

User Department (UD) identifies the need for goods and/or services

UD submits start-up packet to Purchasing & Strategic Sourcing (P&SS)

P&SS coordinates with UD for any missing information

Procurement Analyst (PA) recommends procurement method to the Purchasing Director (PD) via Rationale Form

PA submits final solicitation to UD for review

PA submits advertisement packet for approval to the PD to advertise B. Advertise

PA submits advertisement packet to Bid Section (BS) to prepare Legal Notice

BS prepares Legal Notice for PD's approval to advertise

BS sends Legal Notice to Newspaper the Monday before the advertisement day

BS posts solicitation online on Tuesday

BS sends postcards via mail and Purmail

Solicitations advertises for a minimum of 2 consecutive weeks C. Pre-Bid Conference and Q&A

PA conducts Pre-Bid Conference if required

Suppliers submit questions or clarification requests by the deadline

PA compiles questions, clarification requests to be send to UD for response

PA coordinates with UD to develop amendments to the solicitation

PA submits Amendments to BS to be posted online D. Bid Due Date

Suppliers submit sealed bids on deadline

BS receives bids on the due date

BS conducts Bid Opening and reads bids aloud

BS/PA completes Bid Tabulation

BS posts approved Bid Tabulation online E. Evaluation

PA reviews all bids submitted for responsiveness and responsibility and exceptions

PA forwards nonresponsive, nonresponsible recommendations to PD and exceptions to Legal for review

PD makes responsivenes responsability determination

PA coordinates and conducts Evaluation Committee (EC) meeting when applicable

EC evaluates technical criteria when applicable

PA contact references and evaluates price

PA compiles scores from EC and references

PA submits Evaluation Packet to supervisor for approval F. Award Selection

PA recommends award to the highest ranked supplier

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PA prepares award packets to be submitted to supervisor for approval

G. City

Council/Mass

Transit Board

Agenda Item Preparation

PD reviews and approves agenda items to be posted on the agenda

PD reviews agenda items with Legal

Administrative Analyst enters agenda item into City Clerk's system

PA sends agenda item backup to UD

PA presents agenda item at agenda review

City Clerks posts agenda including agenda item the Thursday before agenda date H. Award

PA presents agenda item at Legislative Agenda Review

PA presents agenda item at City Council/Mass Transit Board Meeting for approval

Upon approval, PA sends out award letter and contract documents to awardee and UD

UD submits Purchase Orders request to PA

UD coordinates Post Award meeting with awardee

UD issues Notice to Proceed when applicable



Procurement Information



Police Motorcycle Parts, Service and Maintenance Agenda Item 29

Average invitations sent: 68.5

Average views: 13

Average local views: 12

Competitive Attempts

Solicitation Number	Release Date	Responses		
2022-0570	3/29/2022	No Bids Received		
2022-0687	5/17/2022	1 Bid Received. Deemed non- responsive		
2022-0878	8/2/2022	1 Bid Received. Deemed non- responsive		



Procurement Information Ford Proprietary Parts and Service Agenda Item 41



Average invitations sent: 101.5

Average views: 10.6

Average local views: 3.5

Competitive Attempts

Solicitation Number	Release Date	Responses	
2022-0572	4/12/2022	2 Bids Received – Deemed non- responsive	
2022-0751	6/21/2022	1 Bid Received. Deemed non- responsive	
2022-0904	8/16/2022	1 Bid Received. Deemed non- responsive	



Vendor Outreach IonWave



New Platform Implemented November 2021

Total number of registered vendors: 1,845

- Local vendors: 607 (33%)
- Non-local vendors: 1,238 (67%)
- Monthly training opportunities
- Vendor notification of the new platform November 2021 through January 2023





Post-COVID Economic Uncertainty

Supply Chain Issues

International Affairs Inflationary Pressures

> Tight Labor Market



Key Performance Indicators

Key Performance Indicator	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022
	Actual	Actual	Actual	Actual	Actual	Actual
Increase participating vendors in EPMarketPlace	54	74	32	49	52	41
EPMarketplace Spend	\$9,234,217	\$12,403,355	\$20,416,199	\$38,306,634	\$40,937,094	\$40,310,364
% Local Spend	48%	52%	69%	71%	54%	57%

Commodity Types Impacted:

- Petroleum Based products lubricants, oils, asphalt
- Tech products microchips, semiconductor chips, specialized equipment
- Construction Materials steel, roofing materials, cement and concrete







MISSION



Deliver exceptional services to support a high quality of life and place for our community

VISION



Develop a vibrant regional
economy, safe and beautiful
neighborhoods and exceptional
recreational, cultural and
educational opportunities powered
by a high performing government



Integrity, Respect, Excellence,
Accountability, People

MISIÓN



Brindar servicios excepcionales para respaldar una vida y un lugar de alta calidad para nuestra comunidad

VISIÓN



Desarrollar una economía regional vibrante, vecindarios seguros y hermosos y oportunidades recreativas, culturales y educativas excepcionales impulsadas por un gobierno de alto desempeño



Integridad, Respeto, Excelencia, Responsabilidad, Personas