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City of Las Cruces[®]
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Council Action and Executive Summary

Item # 7 Ordinance/Resolution# 09-10-340 Council District:

For Meeting of March 1, 2010
 (Adoption Date)

TITLE:

A RESOLUTION APPROVING AN EXTENSION OF AN EXISTING, INDEFINITE COST, INDEFINITE QUANTITY, PRICE AGREEMENT FOR CUSTODIAL SUPPLIES, CONSULTING AND RELATED SERVICES TO SPRINGTIME JANITORIAL SUPPLY OF CARLSBAD, NEW MEXICO, FOR YEARS THREE THROUGH FOUR, OF A FOUR-YEAR TERM CONDITIONED UPON ANNUAL RENEWALS AND APPROVED BUDGETS.

PURPOSE(S) OF ACTION:

This item is being presented for the purpose of extending the existing contract between Springtime Janitorial Supply and the City of Las Cruces for custodial supplies, consulting and related services.

Name of Drafter: Pat Gomez <i>P.G.</i>		Department: Facilities		Phone: 541-2683	
Department	Signature	Phone	Department	Signature	Phone
Facilities Department	<i>[Signature]</i>	541-2651	Budget	<i>[Signature]</i>	2300
			Assistant City Manager	<i>[Signature]</i>	2271
Legal	<i>[Signature]</i>	2128	City Manager	<i>[Signature]</i>	2076

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:

On October 24, 2007, the City Purchasing Department solicited proposals for custodial supplies, consulting and related services resulting in the receipt of two proposals.

After reviewing the proposals received, it was determined that Springtime Janitorial Supply of Carlsbad, New Mexico, met all proposal requirements and offered the lowest price on all cleaning products and janitorial equipment; with the option to renew for three additional one-year periods, upon mutual agreement, providing terms and conditions remain the same, which the vendor has agreed upon.

Springtime Janitorial Supply also offers a variety of Green cleaning and paper products that will have a reduced effect on the air quality and the environment.

(Continue on additional sheets as required)

Fund Name / Account Number	Amount of Expenditure	Budget Amount
10123100-721220 – Building Services Custodial Services	\$140,000.00	\$80,328.00
51518090-730110 – Joint Utilities Supplies General		\$30,000.00
23167020-730110 – Fire Emergency Supplies General		\$23,700.00
10123120-730110 – Parks North District Supplies General		\$21,000.00
10123130-730110 – Parks Central Supplies General		\$21,260.00
10123140-730110 – Parks South District Supplies General		\$30,463.00
10123150-730110 - Parks Ball Fields Supply General		\$44,000.00
10123230-721220 – Aquatics Custodial Services		\$6,000.00

SUPPORT INFORMATION:

1. Resolution
2. Purchasing Manager's Request to Contract form, Exhibit "A"
3. Extension Memo
4. Acceptance Letter from the vendor

OPTIONS / ALTERNATIVES:

1. Vote "YES". This action approves the Resolution to extend the price agreement for custodial supplies consulting, and related services for years three and four of a four-year period to Springtime Janitorial Supply of Carlsbad, New Mexico, in the amount of \$140,000.00.
2. Vote "NO". This action will not approve the pricing agreement for custodial supplies, consulting and related services to Springtime Janitorial Supply of Carlsbad, New Mexico, and require staff to seek alternative options.

(Continue on additional sheets as required)

RESOLUTION NO. 09-10-340

A RESOLUTION APPROVING AN EXTENSION OF AN EXISTING, INDEFINITE COST, INDEFINITE QUANTITY, PRICE AGREEMENT FOR CUSTODIAL SUPPLIES, CONSULTING AND RELATED SERVICES TO SPRINGTIME JANITORIAL SUPPLY OF CARLSBAD, NEW MEXICO, FOR YEARS THREE THROUGH FOUR, OF A FOUR- YEAR TERM CONDITIONED UPON ANNUAL RENEWALS AND APPROVED BUDGETS.

The City Council is informed that:

WHEREAS, on October 24, 2007, the City Purchasing Department solicited proposals for custodial supplies, consulting and related services, which resulted in two proposals submitted; and

WHEREAS, after reviewing the proposals received, it was determined that Springtime Janitorial Supply of Carlsbad, New Mexico, met all proposal requirements and offered the lowest price on all cleaning products and janitorial equipment; with the option to renew for three additional one-year periods, upon mutual agreement, providing terms and conditions remain the same, which the vendor has agreed upon; and

WHEREAS, Springtime Janitorial Supply also offers a variety of Green cleaning and paper products that will have a reduced effect on the air quality and the environment.

NOW, THEREFORE, be it resolved by the governing body of the City of Las Cruces:

(I)

THAT the price agreement for custodial supplies, consulting and related services is hereby extended to Springtime Janitorial Supply of Carlsbad, New Mexico, for the third and fourth year of a four-year contract in the amount of \$140,000.00, including Gross Receipts Tax.

(II)

THAT the Purchasing Manager is authorized to enter into a contract with Springtime Janitorial Supply as outlined in Exhibit "A".

(III)

THAT City staff is hereby authorized to do all deeds necessary in the accomplishment of the herein above.

DONE AND APPROVED this _____ day of _____, 2010.

APPROVED:

Mayor

ATTEST:

City Clerk

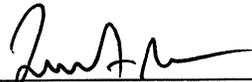
VOTE:

Mayor Miyagishima: _____
Councillor Silva: _____
Councillor Connor: _____
Councillor Pedroza: _____
Councillor Small: _____
Councillor Sorg: _____
Councillor Thomas: _____

Moved by: _____

Seconded by: _____

APPROVED AS TO FORM:



City Attorney

CITY OF LAS CRUCES

PURCHASING MANAGER'S REQUEST TO CONTRACT

For Meeting of: March 1, 2010

Resolution No.: 09-10-340

**Existing Contract Purchase For
Janitorial Supplies Price Agreement
Years Three (3) Through Four (4)**

The Las Cruces City Council is provided the following information concerning this request:

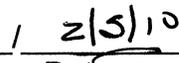
BID/RFP SOLICITATION INFORMATION:

- 1. Original Bid/RFP & Due Date: **RFP #07-08-212/December 6, 2007**
- 2. Description of Bid/RFP: **Janitorial Supplies Price Agreement**
- 3. Number of Original Responses Accepted: **Two (2)**
- 4. Existing Contract Expiration Date: **March 2, 2010**
- 5. Last Contract Renewal by Council: **Resolution No. 08-09-568/ March 2, 2009**
- 6. Using Department: **Facilities**
- 7. Current Award Recommendation To: **Springtime Janitorial Supply of Carlsbad, NM**
- 8. Total Award Amount (includes any tax and contingency): **Indefinite Cost
Subject To Approved Budget**
- 9. Contract Duration: **Two (2) Years**

PROCUREMENT CODE COMPLIANCE:

The City of Las Cruces Procurement Code was administered in the conduct of this procurement and approval to purchase is hereby requested pursuant to **Section 24-316**.


 Purchasing Manager


 Date

CONFIRMATION OF FUND ENCUMBRANCE:

REQUISITION OR PURCHASE ORDER NUMBER:	As Per Approved Budget
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**City of Las Cruces®**

TO: Todd Bensley, Buyer

FROM: Pat Gomez, Building Manager Coordinator *PB*

DATE: January 13, 2010

SUBJECT: Springtime Janitorial Supplies Contract Bid# 07-08-212

FILE NO.: B-10-010

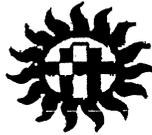
'10 JAN 19 2:44PM

The second year of the contract with Springtime Janitorial Services will expire on March 3, 2010. The City reserved the right to renew this contract for an additional three (3), one-year periods, providing the terms and conditions remain the same. As such, we would like to proceed with the request to renew this contract.

The funds for the housekeeping supplies are budgeted by several user sections and departments; such as Building Services, Parks and Recreation, Fire, and Utilities.

If you should have any questions or need additional information, please contact me at extension 2683.

c: Daniel Maestas *DM*
Alma Lerma-Griffith *ALG*
Brian Denmark *BD*



City of Las Cruces

Las Cruces, NM 88004

20 January, 2010
SepCo, Inc. d.b.a. Springtime Janitorial Supply
801 N. 8th Street
Carlsbad, NM 86220
Attn: Mr. Dave Sepich
Fax: 575-885-6940

Reference: Extension of Pricing on BID 07-08-212 Janitorial Supplies Pricing Agreement.

Dear Mr. Sepich.

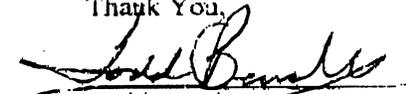
The City of Las Cruces would like to exercise our renewal option on BID 07-08-212 Janitorial Supplies Pricing Agreement through the following year. This will be the third year of a four year Pricing Agreement.

Please forward the current price list for 2010 indicating the prices for contract and discounted items.

Please check mark below if this is agreeable under the same terms and conditions. If I do not have your reply by January 27, 2010 I will assume you do not wish to participate.

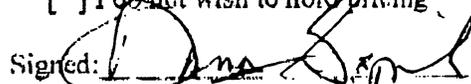
If you have any questions regarding this matter please contact me at (575) 541-2529.

Thank You,


Todd Bensley
General Buyer

I will hold pricing

I do not wish to hold pricing

Signed:  Title: President

Printed: Dave Sepich

Return this form to fax number 575.541.2526.