

City of Las Cruces[®]

PEOPLE HELPING PEOPLE

Council Action and Executive Summary

Item # 15

Ordinance/Resolution# 09-10-514 Council District: 3

For Meeting of March 15, 2010

(Adoption Date)

TITLE: A RESOLUTION AUTHORIZING THE EXECUTION OF A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF LAS CRUCES AND HUITT-ZOLLARS, INC. OF ALBUQUERQUE, FOR PHASE II FOR ARCHITECTURE AND DESIGN SERVICES FOR THE SENIOR PROGRAMS CENTRAL KITCHEN PROJECT IN THE AMOUNT OF \$118,300.00, INCLUDING REIMBURSABLE EXPENSES, PLUS APPLICABLE NEW MEXICO GROSS RECEIPTS TAXES OF \$8,799.00 FOR A TOTAL AGREEMENT COST OF \$127,099.00. THE AGREEMENT INCLUDES ONLY THOSE RELATED DESIGN SERVICES FOR THE ADMINISTRATIVE SPACES WITHIN THE CENTRAL KITCHEN PROJECT AND ASSOCIATED LEED CERTIFICATION REQUIREMENTS.

PURPOSE(S) OF ACTION: Approve agreement between the City and Huitt-Zollars for design services associated with the administrative space within the Central Kitchen project for Senior Programs.

Name of Drafter: David Dollahon <i>DD</i>		Department: Community Development		Phone: 528-3060	
Department	Signature	Phone	Department	Signature	Phone
Community Development	<i>DD</i>	528-3060	Budget	<i>Richard Yelland</i>	541-2300
			Assistant City Manager	<i>Richard Yelland</i>	541-2271
Legal	<i>Richard Yelland</i>	541-2128	City Manager	<i>Richard Yelland</i>	541-2076

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS: As part of the annual entitlement from the U.S. Department of Housing and Urban Development (HUD), the City of Las Cruces received federal Community Development Block Grant (CDBG) funds for FY2007 (Program Year 2006), of which \$212,764.79 was reserved for the City's Senior Programs Meals on Wheels Central Kitchen project (MOW Central Kitchen).

Huitt-Zollars, Inc. of Albuquerque was selected through a competitive procurement process to assist the City with both site selection and design of the MOW Central Kitchen. The site selection has been completed and the property identified at the northwest corner of Campo Street and Colorado Avenue has been placed under an exclusive option to purchase from the City's Housing Authority. The remaining CDBG funds, as well as state legislative funds returned to the City from the 2010 NM Legislative Session, are available to continue with preliminary design services. In accordance with our original procurement efforts, Huitt-Zollars is in a position to proceed with preliminary design, including the City-mandated requirement of Leadership in Energy and Environmental Design (LEED), for the administrative portion of the

(Continued on page 2)

building. This LEED Certification requires an amendment to the original design scope within phase II of the Agreement between the City and Huitt-Zollars. The Phase II portion of the agreement amount is \$118,300.00 including reimbursable expenses, plus NM gross receipts tax of \$8,693.00, for a total of \$126,993.00

SUPPORT INFORMATION:

Fund Name / Account Number	Amount of Expenditure	Budget Amount
Community Development Fund/ Fund 2000 2000-20184110-722190-10406	\$127,099 (under Requisition 10102399)	\$127,099 (under Requisition 10102399)

1. Resolution
2. Exhibit "A" – Purchasing Manager's Recommendation to Contract
3. Attachment "B" – Huitt-Zollars Cost Proposal and Scope of Work, including LEED
4. Attachment "C" – Purchasing Resolution 06-07-332A – Change Order #1
5. Attachment "D" – Purchasing Resolution 06-07-332 – Original Purchasing Resolution

OPTIONS / ALTERNATIVES:

1. Vote YES and approve the Resolution increasing the design service fees for the Central Kitchen project for Senior Programs to complete design on the administrative space within the building and to meet LEED Certification requirements.
2. Vote NO and disapprove the Resolution, thus not increasing the design service fees for the Central Kitchen project for Senior Programs to complete design on the administrative space within the building, nor to meet LEED Certification requirements.
3. Modify the Resolution and vote YES to approve the modified Resolution.
4. Table/Postpone the Resolution and direct staff accordingly.

RESOLUTION NO. 09-10-514

A RESOLUTION AUTHORIZING THE EXECUTION OF A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF LAS CRUCES AND HUITT-ZOLLARS, INC. OF ALBUQUERQUE, FOR PHASE II FOR ARCHITECTURE AND DESIGN SERVICES FOR THE SENIOR PROGRAMS CENTRAL KITCHEN PROJECT IN THE AMOUNT OF \$118,300.00 INCLUDING REIMBURSABLE EXPENSES, PLUS APPLICABLE NEW MEXICO GROSS RECEIPTS TAXES OF \$8,799.00 FOR A TOTAL AGREEMENT COST OF \$127,099.00. THE AGREEMENT INCLUDES ONLY THOSE RELATED DESIGN SERVICES FOR THE ADMINISTRATIVE SPACES WITHIN THE CENTRAL KITCHEN PROJECT AND ASSOCIATED LEED CERTIFICATION REQUIREMENTS.

The City Council is informed that:

WHEREAS, site selection for a new central kitchen for the City's Senior Program's Meals on Wheels has been completed and the property at the northwest corner of Campo Street and Colorado Avenue that is owned by the City's Housing Authority has been placed under an exclusive option to purchase; and

WHEREAS, Huitt-Zollars, Inc. of Albuquerque was selected through a competitive procurement process for both the site selection and preliminary design phases based on available funding; and

WHEREAS, with the remaining CDBG and state appropriations so that the City may execute a Professional Services Agreement with Huitt-Zollars, Inc. of Albuquerque to proceed with preliminary design of the administrative spaces within the proposed building, including City-mandated LEED certification requirements; and

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

(I)

THAT the Purchasing Manager's Recommendation to Contract for Phase Two (2) of the Senior Programs Central Kitchen Project between the City of Las Cruces and

Huitt-Zollars, Inc. of Albuquerque, as shown in Exhibit "A," attached hereto and made part of this Resolution is hereby approved.

(II)

THAT the City Staff are hereby authorized to develop and execute a Professional Services Agreement between the City of Las Cruces and Huitt-Zollars, Inc., for Phase Two (2) of the Senior Program Central Kitchen Project for the administrative office spaces and associated LEED certifications.

(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.

(SEAL)

ATTEST:

City Clerk

Moved by: _____

Seconded by: _____

APPROVED:

Mayor

VOTE:

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

APPROVED AS TO FORM:



City Attorney

CITY OF LAS CRUCES

PURCHASING MANAGER'S REQUEST TO CONTRACT

For Meeting of: March 15, 2010

Resolution No.: 09-10-514

**Existing Contract Purchase For
Architecture and Design Services (Phase II Sr. Programs Central Kitchen)**

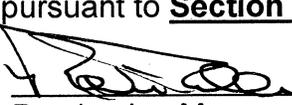
The Las Cruces City Council is provided the following information concerning this request:

BID/RFP SOLICITATION INFORMATION:

- 1. Original Bid/RFP & Due Date: **RFP #06-07-332/ June 15, 2007**
- 2. Description of Bid/RFP: **Architecture and Design Services**
- 3. Number of Original Responses Accepted: **Two (2)**
- 4. Existing Contract Expiration Date: **September 14, 2011**
- 5. Last Contract Renewal by Council: **Resolution No. 06-04-332A/ January 22, 2008**
- 6. Using Department: **Community Development**
- 7. Current Award Recommendation To: **Huitt-Zollars**
- 8. Total Award Amount (includes any tax and contingency) **\$127,099.00**
- 9. Contract Duration: **Until Project Completion**

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

1 21 26 10

 Date

CONFIRMATION OF FUND ENCUMBRANCE:

REQUISITION OR PURCHASE ORDER NUMBER:	10102399
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December 30, 2009

Mr. David P. Dollahon, AICP
Neighborhood Services Administrator
Community Development Department
City of Las Cruces
PO Box 20000
Las Cruces, NM 88004

**RE: A/E Design Services for
Preliminary Design and Construction Documents for Phase One
Central Kitchen Facility for Meals on Wheels**

Dear David,

Huitt-Zollars is pleased to provide our revised fee proposal for architectural and engineering services for the above referenced project. Per our recent telephone discussions and our November 5, 2009 meeting, I have developed the following Scope of Services, Schedule and Fee based on our understanding of the project requirements.

SCOPE OF WORK

The design effort will include the preliminary design and construction documents for Phase One of the administrative offices for the new Meals on Wheels facility. The Phase One design will include the new staff offices and associated support space to house the Senior Programs management and administrative staff as outlined in the Facility Program for the new Meals on Wheels Facility as prepared by Huitt-Zollars dated April 2008.

The scope of the project as described above and with the following assumptions / clarifications:

- The scope of the project will be approximately 6,000 GSF
- The budget for the project is \$900,000.00
- The project will be designed to meet USGBC LEED Silver certification
- The following items / services are not included in our scope of services
 - Bidding and Construction Administration services (Note: These services will be submitted in a separate fee proposal)
 - Topographic Survey
 - Fixtures, Furniture and Equipment Design
 - Environment / hazardous material documentation
 - LEED Commissioning

DESIGN PHASE SERVICES \$53,000.00

The following is a brief description of the services anticipated for the scope of work described above:

Preliminary Design Phase

- Kick Off Meeting / Program Verification
- Code Analysis

- Preliminary Design Documents
 - Site Plan
 - Floor Plan
 - Exterior Elevations
- Preliminary Cost Estimate

Construction Document Phase

- Construction Documents
 - Civil
 - Architectural
 - Mechanical / Plumbing
 - Electrical / Special Systems
- Final Cost Estimate
- Specifications

USGBC LEED CERTIFICATION \$51,400.00

The following services will be provided for compliance with the USGBC LEED Silver certification:

- Facilitate and conduct LEED Kick Off Meeting
- Develop LEED action plan, approach and score card
- Prepare all calculations, analyzes and modeling for all necessary credits
- Provide LEED letter templates, tracking tools and other supporting documentation to all parties
- Coordinate LEED On Line access and usability
- Provide clarification of LEED issues to all parties
- Compile and submit all documentation for all submittals per LEED requirements.
- Facilitate all correspondence with USGBC including project registration, credit interpretations, submittals and appeals

SCHEDULE

The following project schedule has been developed for the project based on the above scope of services.

• Preliminary Design Phase	4 Weeks
• Owner Review	2 Weeks
• Construction Document Phase	6 Weeks
• Owner Review	2 Weeks
• Bidding Phase	TBD
• Construction Phase	TBD
TOTAL	48 Weeks

REIMBURSABLE EXPENSES

The following are estimated costs for the items not included in the above basic services. These items / services will be billed as a reimbursable expense.

• Geotechnical Report	\$ 4,000.00
• Topographic Survey	\$ 7,400.00
• Printing	\$ 2,500.00
TOTAL ESTIMATED REIMBURSABLE EXPENSE	\$13,900.00

FEE

Huitt-Zollars' fee for the scope of services enumerated above will be a fixed fee of **\$104,400.00** (excluding NMGR). Reimbursable expenses, as approved by the City, will be billed in addition to the fee indicated. Additional Services if required will be performed on an hourly basis per the hourly rates indicated in our contract. New Mexico Gross Receipts Tax will be invoiced in addition to these professional and any reimbursable fees. All services will be invoiced monthly based on a percentage of work complete to date. Permit and related application fees for regulatory agencies are not included in the design fees.

We look forward to continuing our working relationship with you and the City of Las Cruces and are available to start immediately on this project. Please do hesitate in calling me if you have any questions or need any additional information.

Sincerely,
Huitt-Zollars, Inc.

John L. Jarrard, AIA
Vice President

RESOLUTION NO. 06-07-332A

A RESOLUTION APPROVING AMENDMENT NUMBER ONE TO THE PROFESSIONAL SERVICES CONTRACT BETWEEN THE CITY OF LAS CRUCES AND HUITT-ZOLLARS, INC., OF ALBUQUERQUE, FOR SITE SELECTION AND DESIGN FOR THE SENIOR PROGRAMS MEALS ON WHEELS CENTRAL KITCHEN. THE AGREEMENT AMENDMENT PROVIDES FOR A CHANGE IN SCOPE TO THE PROJECT AND INCREASES THE AGREEMENT AMOUNT BY \$10,270.00 PLUS NEW MEXICO GROSS RECEIPTS TAX OF \$732.00 FOR A NEW TOTAL AGREEMENT COST OF \$131,474.78.

The City Council is informed that:

WHEREAS, the City of Las Cruces (City) is an entitlement entity as defined by the U.S. Department of Housing and Urban Development (HUD) for the Community Development Block Grant (CDBG) Program; and

WHEREAS, the 2006 Action Plan originally dedicated about \$235,000.00 per Resolution 06-317, approved on May 1, 2006, for a Senior Programs Meals-on-Wheels (MOW) Central Kitchen; and

WHEREAS, Amendment #4 to the 2006 Action Plan reduced funding for this project to \$212,764.79 due to a Program Income shortfall; and

WHEREAS, from the \$212,764.79, the City contracted with the firm of Huitt-Zollars of Albuquerque for \$112,460.00, plus New Mexico Gross Receipts Tax, to do the Site-Selection and Design for the new MOW Central Kitchen; and

WHEREAS, the remaining approximate \$90,000.00 of the \$212,764.79 is intended for future construction of the MOW Central Kitchen project; and

WHEREAS, due to changes in scope proposed by Senior Programs, an amendment was needed for the Agreement between the City and Huitt-Zollars; and

WHEREAS, the Purchasing Manager has reviewed and approved a \$10,270.00 amendment to the original agreement for the modifications to the scope of work as requested by Senior Programs.

NOW, THEREFORE, Be it resolved by the Governing Body of the City of Las Cruces:

(I)

THAT the Purchasing manager's recommendation for the Amendment, as shown in Exhibit "A," attached hereto and made a part of this Resolution, is hereby approved.

(II)

THAT the Agreement Amendment Number One between the City and Huitt-Zollars, Inc. and all necessary support documentation, as shown in "Exhibit B," attached hereto and made a part of this Resolution, is hereby approved.

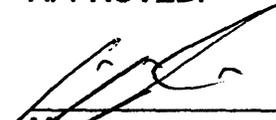
(III)

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

DONE AND APPROVED this 22nd day of January, 2008.

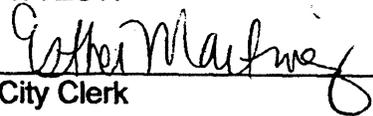
(SEAL)

APPROVED:



Mayor

ATTEST:



City Clerk

VOTE:

- Mayor Miyagishima: Aye
- Councillor Silva: Aye
- Councillor Connor: Aye
- Councillor Archuleta: Aye
- Councillor Small: Aye
- Councillor Jones: Aye
- Councillor Thomas: Aye

Moved by: Archuleta

Seconded by: Small

Approved as to Form:



City Attorney

acty

CITY OF LAS CRUCES

PURCHASING MANAGER'S REQUEST FOR CONTRACT CHANGE
For Meeting of: January 22, 2008
Resolution No.: 06-07-332A

Change Order To
Site Selection and Design of Central Kitchen for Meals on Wheels

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

SOLICITATION INFORMATION:

1. Original Resolution Number:	06-07-332
2. Description:	Site Selection and Design of Central Kitchen for Meals on Wheels
3. Using Department:	Community Development
4. Number of Original Responses	Two (2)
5. Contractor:	Huitt-Zollars, Inc
6. Award Amount:	\$130,742.78
Gross Receipt Tax @ 7.5%	\$732.00
Contingency	\$.00
Total Project Cost	<u>\$131,474.78</u>
7. Contract Duration:	Until Project Completion

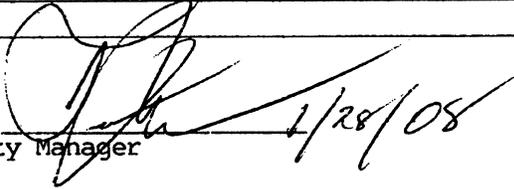
PROCUREMENT CODE COMPLIANCE:

On September 4, 2007, via Resolution No. 06-07-332, the City Council awarded the Site Selection and Design of a Central Kitchen for Meals on Wheels to Huitt-Zollars, Inc. Additional related services in the amount of \$10,270.00, excluding NMGR, have been requested by the Community Development Department. Pursuant to Section 14, of the professional services contract with Huitt-Zollars, the City Council may approve a change order for the additional required services.

Via Resolution No. 06-07-332A, the Community Development Department is recommending approval of amendment number one to Huitt-Zollars, Inc and City Council action approving the recommendation is hereby requested.

FUND SOURCES:

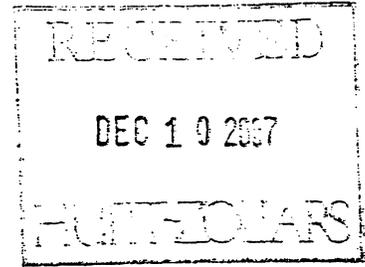
ITEM	FUND NUMBER	AMOUNT
CDBG 2006-Purchased Services General	20184110-722190-10406	\$131,474.78
	CHANGE ORDER AMOUNT	\$ 131,474.78


 City Manager

Compliance to City Procurement Code:


 Purchasing Manager

12/28/07



Contract Amendment

Pursuant to Section 14, EXTENSION, CHANGES AND AMENDMENTS of the Professional Services Agreement (PSA) between the City of Las Cruces (City) and Huitt-Zollars INC. (Contractor), dated September 14, 2007, and referenced as Resolution No. 06-07-332, the following modifications shall be attached and included as part of this contract.

Attached, see Exhibit A. re: an October 20, 2007 letter from John ^{JARRARD}Jacobs of Huitt Zollars to Mr. Jerry Nachison of the Neighborhood Services Section of the Community Development Department. This letter describes the modifications to the scope of work of the Professional Services Agreement between said parties noted above, and with an additional fixed price cost of \$10,270.00.

All other terms of the Agreement will remain the same.

CITY OF LAS CRUCES:

Date: _____
Robert Tellez
Purchasing Manager

Huitt Zollars:



Date: 12.13.07
Signature

JOHN L. JARRARD
Printed Name/Title

HUITT-ZOLIARS

HUITT-ZOLIARS, INC. • 6501 American Pkwy. NE • Suite 550 • Albuquerque, NM 87110-5372 • 505.863.8114 phone • 505.863.5022 fax • huitt-zoliars.com

October 30, 2007

Mr. Jerry Nachison, AICP, HQSS
 Program Compliance Specialist
 City of Las Cruces
 Community Development Department
 575 S. Alameda
 Las Cruces, NM 88004

RE: Additional Services for
 City of Las Cruces
 Meals on Wheels Facility

Dear Jerry,

Per your request this letter is to offer an explanation and justification for the additional design services for the above referenced project. Based on the RFP dated June 15, 2007 the original scope of work included the following spaces:

- Central Kitchen
- 3 Administrative Offices
- 1 Meeting / Training Room
- Loading Dock
- Parking for vans, staff and visitor vehicles

The revised scope of work as described in the email from Mike Simone dated October 19, 2007 includes all the above spaces, plus the following additional spaces:

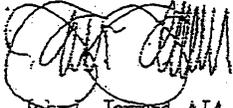
- Bakery
- Administrative Offices (18) (21 Total less 3 = 18 Additional Offices)
 - Nutrition Manager
 - Admin Assistant
 - Food Service Supervisor
 - MOW Services Supervisor
 - Congregate Client Supervisor
 - Hostess / Hosts Offices (3-4)
 - Senior Program Administration (3-4)
 - In-Home Services Staff (7-8)
- Drivers Area / Break Room (+/- 8 drivers)

(Note: It is estimated that the spaces indicated above could total between 6,000 and 7,000 additional square feet)

Huitt-Zoliars' fee for the additional scope of services enumerated above will be a fixed fee of \$10,270.00 (excluding NMGR.T). (See attached spreadsheet for breakdown) The fee indicated is for Phase Two design efforts only. The fee for the Phase One effort (Site Assessment) is unchanged. An additional fee for the Phase Three design efforts is anticipated and will be determined after the first two phases are completed and this additional area is more defined. The overall construction costs for the project will increase as well to include this additional area. Until the preliminary design phase is complete the realistic estimated cost of this added space can not be determined.

I hope this provides you the information you are in need of. We look forward to working with you and City of Las Cruces on this most important and needed project. Please call me if you have any questions or need any additional information.

Sincerely,
Hunt-Zollars, Inc.



John L. Jarrard, AIA.
Vice President

Attachments

RESOLUTION NO. 06-07-332

A RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF LAS CRUCES AND HUITT-ZOLLARS, INC., OF ALBUQUERQUE, NM, IN THE AMOUNT OF \$112,460.00 PLUS APPLICABLE NEW MEXICO GROSS RECEIPTS TAX OF \$8,012.78 FOR A TOTAL AGREEMENT AMOUNT OF \$120,472.78.

The City Council is informed that:

WHEREAS, the City of Las Cruces (City) is an entitlement community as defined by the U.S. Department of Housing and Urban Development (HUD) for the Community Development Block Grant (CDBG) Program, and

WHEREAS, the 2006 Action Plan dedicated approximately \$235,000, per Resolution 06-317 on May 1, 2006, for a new Senior Programs' Meals-on-Wheels (MOW) Central Kitchen as refurbishment and an upgrade to the Community Action Agency Building on Wyatt Drive, and

WHEREAS, Community Action Agency has had a change in mission to their organization and the use of this space, therefore, City staff has reviewed the available options and determined that the best course of action is to pursue a site selection and design effort, while pursuing other future funds for construction efforts, and

WHEREAS, Amendment #4 to the 2006 Action Plan, reduced funding for this project to \$212,764.79 of the CDBG dollars available for this project due to a program income shortfall, and

WHEREAS, of the \$212,764.79 available, the City has competitively selected a proposal of \$112,460 plus New Mexico Gross Receipts Tax of \$8,012.78 for a total contract amount of \$120,472.78 for a Site-Selection and Design Agreement to the firm of Huitt-Zollars, Inc., of Albuquerque, NM, and

WHEREAS, the remaining approximate \$90,000 of the \$212,764.79 at the completion of this design effort will be held for future construction/equipment needs of the MOW Central Kitchen.

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

(I)

THAT the Purchasing Manager's Request for Contract, as shown in "Exhibit A," attached hereto as part of this Resolution, is hereby approved.

(II)

THAT the Agreement between the City and Huitt-Zollars, Inc., and all necessary support documentation, as shown in "Exhibit B," attached hereto as part of this Resolution, is hereby approved.

(III)

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

DONE AND APPROVED this 4th day of September, 2007.

APPROVED:

[Handwritten Signature]
Mayor

ATTEST:

[Handwritten Signature]
City Clerk
(SEAL)

VOTE:

Mayor Mattiace:	<u> Aye </u>
Councillor Fietze:	<u> Aye </u>
Councillor Connor:	<u> Aye </u>
Councillor Archuleta:	<u> Aye </u>
Councillor Trowbridge:	<u> Aye </u>
Councillor Jones:	<u> Aye </u>
Councillor Miyagishima:	<u> Aye </u>

Moved by: Archuleta

Seconded by: Connor

APPROVED AS TO FORM:

[Handwritten Signature]
City Attorney

CITY OF LAS CRUCES

PURCHASING MANAGER'S REQUEST TO CONTRACT

For Meeting of: September 4, 2007

Resolution No.: 06-07-332

RFP Name: Site Selection and Design of Central Kitchen for Meals on Wheels

The City Council of the City of Las Cruces is informed of the following information concerning this RFP Offer:

SOLICITATION INFORMATION:

- | | |
|---|---|
| 1. RFP Opening Date: | June 15, 2007 4:00 PM |
| 2. Description of BID: | Site Selection and Design of
Central Kitchen for Meals on Wheels
Community Development Department |
| 3. Using Department: | Community Development Department |
| 4. Number of Proposals(s) Received: | Two (2) |
| 5. Responsible Bidder(s) meeting Specifications/Requirements: | <u>Huitt-Zollars, Inc. of Albuquerque, NM</u> |
| <hr/> | |
| 6. RFP Award: | \$112,460.00 |
| Gross Receipt Tax | \$8,012.78 |
| City Manager Contingency Authorized: | N/A |
| Total Project Cost Authorized | <u>\$120,472.78</u> |
| 7. Contract Duration: | N/A |

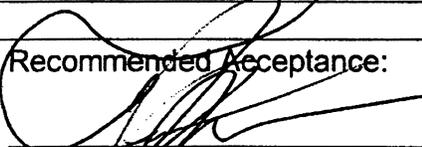
I certify The City of Las Cruces Procurement code was administered concerning RFP number 06-07-332 Site Selection and Design of Central Kitchen for Meals on Wheels. RFP solicitations for 06-07-332, Site Selection and Design of Central Kitchen for Meals on Wheels were mailed to nine (9) vendors and advertised in the Las Cruces-Sun News, El Paso Times, Albuquerque Journal newspapers and BidNet (a bid notification service for government entities). Two (2) proposals were received by Purchasing on June 15, 2007 @ 4:00 P.M.

The Selection Advisory Committee (SAC) evaluated submittals on July 19, 2007. SAC recommends award to the top rated proposer Huitt-Zollars, Inc of Albuquerque, NM.

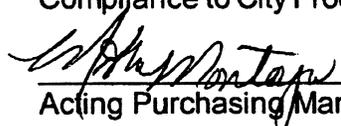
FUND SOURCES:

ITEM	FUND NUMBER	AMOUNT
CDBG 2006 – Purchased Services General	20184110-722190-10406	\$120,472.78
	BID AWARD:	\$120,472.78

Recommended Acceptance:


City Manager

Compliance to City Procurement Code:


Acting Purchasing Manager