



City of Las Cruces®

PEOPLE HELPING PEOPLE

Council Action and Executive Summary

Item # *13 Ordinance/Resolution# 08-09-642 Council District:

For Meeting of June 1, 2009
(Adoption Date)

TITLE:

A RESOLUTION APPROVING AN INDEFINITE COST PRICE AGREEMENT FOR JANITORIAL SERVICES TO MAINTENANCE SERVICE SYSTEMS INC., OF ALBUQUERQUE, NEW MEXICO FOR YEAR TWO (2) OF A FOUR YEAR CONTRACT SUBJECT TO APPROVED BUDGET APPROPRIATIONS AND ANNUAL RENEWAL TERMS AND CONDITIONS FROM ORIGINAL BID NO. 07-08-314.

PURPOSE(S) OF ACTION:

This item is being presented for the purpose of extending the existing contract between Maintenance Service Systems Inc., and the City of Las Cruces for janitorial services to eighteen (18) City facilities.

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 April 24, 2008, the City of Las Cruces Purchasing Department solicited proposals for Janitorial Services Pricing Agreement resulting in the receipt of three proposals.

After review of the proposals received, it was determined that Maintenance Service Systems of Albuquerque, New Mexico rated the highest in all five (5) criteria which included: Qualifications/Competence, Capacity and Capability, Management, Performance and Clarity of Proposal.

With the option to renew for four (4) additional one-year periods, upon mutual agreement providing terms and conditions remain the same.

Vendor has agreed to extend the Pricing Agreement under the same term and conditions as specified on the contract.

(Continue on additional sheets as required)

Maintenance Services Systems Inc., is prepared to use Green cleaning and paper products that will have a lesser or reduced effect on the air quality and the environment upon request from the City, providing approval of Fiscal Year 2010 Budget.

Fund Name / Account Number	Amount of Expenditure	Budget Amount
10123100-722190 Building Services Custodial Services	\$233,748.93	\$246,837.00
10100040-722190 250. S. Downtown Mall	\$ 10,978.02	\$ 30,000.00
59685010-722190-24110 Amador Hotel/Transit Dept.	\$ 2,203.34	\$ 23,700.00
51518090-722190 Joint Utilities	\$ 5,489.01	\$ 40,000.00

SUPPORT INFORMATION:

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

OPTIONS / ALTERNATIVES:

1. Vote "YES" thus approving the contract to extend the Price Agreement for Janitorial Services for year two of a four-year period to Maintenance Service Systems Inc., of Albuquerque, New Mexico, to eighteen (18) City facilities in the amount of \$252,419.30.
2. Vote "NO" thus not extending the contract for Janitorial Services to Maintenance Service Systems Inc., of Albuquerque, New Mexico. This action would create the need to hire an additional twelve (12) full-time employees to fulfill custodial needs with in-house staff.
3. Modify the contract and/or direct staff in another course of action.

(Continue on additional sheets as required)

A RESOLUTION APPROVING AN INDEFINITE COST PRICE AGREEMENT FOR JANITORIAL SERVICES TO MAINTENANCE SERVICE SYSTEMS INC., OF ALBUQUERQUE, NEW MEXICO FOR YEAR TWO (2) OF A FOUR YEAR CONTRACT SUBJECT TO APPROVED BUDGET APPROPRIATIONS AND ANNUAL RENEWAL TERMS AND CONDITIONS FROM ORIGINAL BID NO. 07-08-314.

The City Council is informed that:

WHEREAS, on April 24, 2008, the City of Las Cruces Purchasing Department solicited proposals for Janitorial Services Pricing Agreement resulting in the receipt of three proposals.

WHEREAS, after review of the proposals received, it was determined that Maintenance Service Systems inc., of Albuquerque, New Mexico rated the highest in all five (5) criteria which included: Qualifications/Competence, Capacity and Capability, Management, Performance and Clarity of Proposal.

WHEREAS, having the option to renew for four (4) additional one-year periods, upon mutual agreement providing terms and conditions remain the same,

WHEREAS, vendor has agreed to extend the Pricing Agreement under the same term and conditions as specified on the contract; and

WHEREAS, Maintenance Service Systems Inc., is prepared to use Green cleaning and paper products that will have a lesser or reduced effect on the air quality and the environment upon request from the City.

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

(I)

THAT, the City renews the contract for janitorial services to Maintenance Service Systems Inc., of Albuquerque, New Mexico for the second year of a four (4) one-year contract in the amount of \$252,419.30, including Gross Receipt Tax.

(II)

THAT the Purchasing Manager is authorized to enter into a contract with Maintenance Service Systems Inc., as outlined in Exhibit "A", Purchasing Manger's Request to Contract.

(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 _____, 2009.

APPROVED:

Mayor

ATTEST:

City Clerk (SEAL)

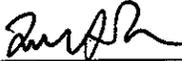
VOTE:

- Mayor Miyagishima: _____
- Councillor Silva: _____
- Councillor Connor: _____
- Councillor Archuleta: _____
- Councillor Small: _____
- Councillor Jones: _____
- 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: June 1, 2009

Resolution No.: 08-09-642

**Existing Contract Purchase For
Indefinite Cost Price Agreement For Janitorial Services**

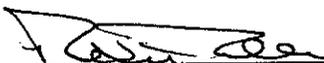
The Las Cruces City Council is provided the following information concerning this request:

BID/RFP SOLICITATION INFORMATION:

- | | |
|--|---|
| 1. Original Bid/RFP & Due Date: | BID #07-08-314/ April 24, 2008 |
| 2. Description of Bid/RFP: | Janitorial Services |
| 3. Number of Original Responses | Three (3) |
| 4. Existing Contract Expiration Date: | July 21, 2009 |
| 5. Last Contract Renewal by Council: | Resolution No.07-08-314/July 21, 2008 |
| 6. Using Department: | Facilities |
| 7. Current Award Recommendation To: | Maintenance Service Systems
of Albuquerque, New Mexico |
| 8. Total Award Amount (includes any tax and contingency) | Indefinite Cost |
| 9. Contract Duration: | One Year |

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.**

	1 5/9/09
Purchasing Manager	Date

CONFIRMATION OF FUND ENCUMBRANCE:

REQUISITION OR PURCHASE ORDER NUMBER:	Various
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City of Las Cruces®

To: Bertha Chavira/Buyer

From: Pat Gomez, Building Manager Coordinator *P.A.*

Date: April 24, 2009

Re: Maintenance Service Custodial Contract

File No.: B-09-102

The first year of the custodial contract with Maintenance Service Systems, Inc., PO #92000337 will expire on July 21, 2009. The City is requesting to extend this agreement for year two of four (4) one-year periods (reference Bid No. 07-08-314). Providing Maintenance Service Systems, Inc., agrees to the same terms and conditions. Please contact the vendor to determine if this renewal will be accepted.

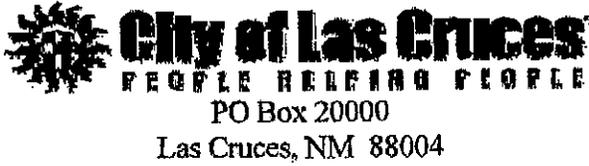
The funds for this agreement will be from the following accounts:

10123100-722190	Custodial Service
10100040-722190	250 Downtown Mall
51518090-722190	Joint Utilities
59685010-722190-24109	Amador Hotel/Transit Dept.

If you should have any questions, please contact me at Ext. 2683.

cc Daniel Maestas
Alma Lerma Griffith *ALG*
Brian Denmark

Attn: Bertha Chavira



May 1, 2009

Maintenance Service Systems, Inc.
PO Box 8347
Albuquerque, NM 87198
Attention: Mr. Shawn Crismore

FACSIMILE : 505-265-8096

Reference: First year extension from Original Bid #07-08-314 Janitorial Services Price Agreement.

Dear Mr. Crismore,

This correspondence is to inform you that the contract for Janitorial Services PA is about to expire. The City is requesting second year of a possible four (4) one-year contract.

Please indicate below if this is agreeable under the same terms and conditions.

If I do not hear from you by May 6, 2009, I will assume that this is not going to be renewed at same terms and conditions and a proposal process will have to begin.

If you have any questions regarding this matter, please call me at (575) 541-2520.

Thank you,

Bertha Chavira
City of Las Cruces Buyer

<input checked="" type="checkbox"/> I will extend pricing.	<input type="checkbox"/> I do not wish to extend pricing.
Print: <u>SHAWN CRISMORE, DIST. MGR.</u>	E-mail: _____
Signed: <u>[Signature]</u>	Title: _____

Return this form to fax number 575.541.2526.