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**City of Las Cruces**<sup>®</sup>  
 PEOPLE HELPING PEOPLE

**Council Action and Executive Summary**

Item # 18 Ordinance/Resolution# 10-11-404 Council District: ALL

For Meeting of January 3, 2011  
 (Adoption Date)

**TITLE: A RESOLUTION AWARDING A CONTRACT FOR THE TRANSIT VEHICLE WASH SERVICES PRICE AGREEMENT TO THE FIRM OF STEVE ELLISON'S SPLISH SPLASH OF LAS CRUCES, NM IN THE ESTIMATED ANNUAL AMOUNT OF \$60,554 PLUS \$4,580 GRT FOR A TOTAL ANNUAL AMOUNT OF \$65,134.**

**PURPOSE(S) OF ACTION:**

Award contract to Splish Splash of Las Cruces for Transit vehicle wash services.

|  |                    |  |                        |                        |              |
|--|--------------------|--|------------------------|------------------------|--------------|
| <b>Drafter and Staff Contact:</b><br><i>Michael Bartholomew</i><br>Michael Bartholomew |                    | <b>Department: Public Services/Transit</b> |                        | <b>Phone: 541-2537</b> |              |
| <b>Department</b>  | <b>Signature</b>   | <b>Phone</b>                               | <b>Department</b>      | <b>Signature</b>       | <b>Phone</b> |
| Department Director  | <i>[Signature]</i> | 528-3477                                   | Budget                 | <i>[Signature]</i>     | 541-2107     |
| Other  |                    |  | Assistant City Manager | <i>[Signature]</i>     | 541-2271     |
| Legal  | <i>[Signature]</i> | 541-2128                                   | City Manager           | <i>[Signature]</i>     | 541-2076     |

**BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:**

The current transit vehicle cleaning services contract expired on November 22, 2010 and all possible extensions of the contract have been exercised. The current contract is on a month-to-month extension pending award of a new contract. Vehicle cleaning is a critical part of transit operations and has been contracted out since the inception of the transit service over 24 years ago.

The Transit Section issued RFP #10-11-404 seeking proposals for transit vehicle cleaning services. Two (2) proposals were submitted and the firm of Steve Ellison's Splish Splash received the highest score. Scoring criteria included the quality of the proposal and the estimated annual cost, which are based on a "per unit" cost for interior and exterior cleaning of transit vehicles.

The estimated annual cost of the selected proposal is \$60,554 plus \$4,580 Gross Receipts Tax for a total amount of \$65,134. If this price agreement is approved by Council, the City will enter into an annual agreement with Steve Ellison's Splish Splash with up to three (3) possible annual extensions allowed pending satisfactory performance and Council approval.

(Continue on additional sheets as required)

**SUPPORT INFORMATION:**

1. Resolution
2. Purchasing Manager's Request to Contract form (PMRC), attached as Exhibit "A".

**SOURCE OF FUNDING:**

|   |                                   |                                     |   |
|---|-----------------------------------|-------------------------------------|---|
| <b>Is this action already budgeted?</b>     | Yes                               | <input checked="" type="checkbox"/> | See fund summary below  |
|   | No                                | <input type="checkbox"/>            | If No, then check one below:  |
|   | <i>Budget Adjustment Attached</i> | <input type="checkbox"/>            | Expense reallocated from:   |
|   |                                   | <input type="checkbox"/>            | Proposed funding is from a new revenue source (i.e. grant; see details below)           |
|   |                                   | <input type="checkbox"/>            | Proposed funding is from fund balance in the Transit Fund.                              |
| <b>Does this action create any revenue?</b> | Yes                               | <input type="checkbox"/>            | Funds will be deposited into this fund: (Fund #) in the amount of \$ _____ for FY _____ |
|   | No                                | <input checked="" type="checkbox"/> | There is no new revenue generated by this action.                                       |
|   |                                   |                                     |   |

**BUDGET NARRATIVE**

|     |
|-----|
| N/A |
|-----|

**FUND EXPENDITURE SUMMARY:**

| Fund Name(s)                 | Account Number(s)        | Expenditure Proposed        | Available Budgeted Funds in Current FY | Remaining Funds | Purpose for Remaining Funds                                       |
|------------------------------|--------------------------|-----------------------------|--|-----------------|---|
| Transit Fixed Route Bus Wash | 59685020<br>721160-24111 | \$25,858                    | \$28,200                               |                 | Additional funds will be used to cover unexpected cleaning needs. |
| Dial-A-Ride Bus Wash         | 59685030<br>721160-24111 | \$6,709                     | \$13,964                               |                 | Additional funds will be used to cover unexpected cleaning needs. |
| Transit Vehicle Wash         |                          | \$32,567<br>(Proposed FY12) | N/A                                    |                 | For 6 months of Contract in FY12                                  |

(Continue on additional sheets as required)

**OPTIONS / ALTERNATIVES:**

1. Vote "Yes"; this will provide for cleaning Transit vehicles for the next contractual year.
2. Vote "No"; this will result in the potential of losing Transit vehicle cleaning services in the event the current month-to-month agreement ends and would require that the proposal be rebid.
3. Vote to "Amend"; this could result in the potential of losing Transit vehicle cleaning services in the event the current month-to-month agreement ends and would require that the proposal be rebid.
4. Vote to "Table"; this could result in the potential of losing Transit vehicle cleaning services in the event the current month-to-month agreement ends and would require that the proposal be rebid.

**REFERENCE INFORMATION**

N/A

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**RESOLUTION NO. 10-11-404**

**A RESOLUTION AWARDED A CONTRACT FOR THE TRANSIT VEHICLE WASH SERVICES PRICE AGREEMENT TO THE FIRM OF STEVE ELLISON'S SPLISH SPLASH OF LAS CRUCES, NM IN THE ESTIMATED ANNUAL AMOUNT OF \$60,554 PLUS \$4,580 GRT FOR A TOTAL ANNUAL AMOUNT OF \$65,134.**

The City Council of the City of Las Cruces is informed that:

**WHEREAS**, the Transit Department has contracted out vehicle wash services since 1986; and,

**WHEREAS**, daily cleaning of the transit vehicle fleet is extremely important to the operations of the transit service; and,

**WHEREAS**, the City has exercised all existing options to extend the current contract with Steve Ellison's Splish Splash of Las Cruces; and,

**WHEREAS**, the expiration of the final extension of the existing contract was November 22, 2010; and,

**WHEREAS**, the existing agreement is currently operating on a month-to-month extension; and,

**WHEREAS**, the Transit Department submitted a Request for Proposals for transit vehicle wash services and received two responses; and,

**WHEREAS**, the selection committee ranked highest the proposal and pricing agreement submitted by Steve Ellison's Splish Splash;

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

(I)

**THAT**, the Transit Vehicle Wash Services Price Agreement is hereby awarded to the firm of Steve Ellison's Splish Splash in the estimated annual amount of \$60,554 plus gross receipts tax in the amount of \$4,580 for a total bid amount of \$65,134.

**THAT** conditional upon satisfactory performance by the firm of Steve Ellison's Splish Splash and upon Council approval, the annual pricing agreement may be extended annually up to three (3) times.

(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 \_\_\_\_\_, 2011.

APPROVED:

\_\_\_\_\_  
Mayor Miyagishima

ATTEST:

\_\_\_\_\_

City Clerk (SEAL)

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

VOTE:

Mayor Miyahishima: \_\_\_\_\_  
Councillor Silva: \_\_\_\_\_  
Councillor Connor: \_\_\_\_\_  
Councillor Pedroza: \_\_\_\_\_  
Councilor Small: \_\_\_\_\_  
Councillor Sorg: \_\_\_\_\_  
Councillor Thomas: \_\_\_\_\_

**CITY OF LAS CRUCES**

**PURCHASING MANAGER'S REQUEST TO CONTRACT**

**For Meeting of: January 3, 2011**

**Resolution No.: 10-11-404**

**Contract Purchase For  
Transit Vehicle Wash Price Agreement**

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

**RFP SOLICITATION INFORMATION:**

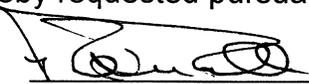
- 1. RFP No./ Due Date: **RFP No. 10-11-404/October 21, 2010**
- 2. Description: **Transit Vehicle Wash Price Agreement**
- 3. Using Department: **Transit**
- 4. Number of Responses Accepted: **Two (2)**
- 5. Award Recommendation To: **Steve Ellison's Splish Splash of Las Cruces, NM**
- 6. Total Award Amount (including any tax and contingency): **\$65,134.00 (est. annual)**
- 7. Contract Duration: **One Year**

**LOCAL PREFERENCE FACTOR**

|  |    |   |  |
|--|----|---|--|
| Local Preference Factor Applied Per LCMC §24-100 | No | X | LCMC §24-100 not applicable to this solicitation |
|  |    |   | Made A Difference To Awards(s)                   |
|  |    |   | Made No Difference To Bid Award(s)               |

**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 24-92**.

  
Purchasing Manager

1/2/11  
Date

**CONFIRMATION OF FUND ENCUMBRANCE:**

|                                       |                |
|---------------------------------------|----------------|
| REQUISITION or PURCHASE ORDER NUMBER: | <b>Various</b> |
|---------------------------------------|----------------|