

# City of Las Cruces®

PEOPLE HELPING PEOPLE

## Council Action and Executive Summary

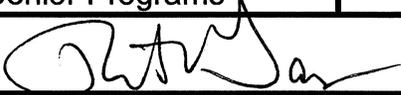
Item # 8 Ordinance/Resolution# 11-12-311

For Meeting of \_\_\_\_\_  
(Ordinance First Reading Date)

For Meeting of August 15, 2011  
(Adoption Date)

**TITLE:** A RESOLUTION AWARDING AN INDEFINITE QUANTITY, INDEFINITE COST PRICE AGREEMENT FOR THE SENIOR NUTRITION PROGRAM TO CREAMLAND DAIRIES LLC, OF EL PASO, TX AND SHAMROCK FOODS COMPANY OF ALBUQUERQUE, NM FOR FISCAL YEAR 2011-2012 FOR THE PERIOD SEPTEMBER 1, 2011, THROUGH JUNE 30, 2012, WITH THE OPTION TO RENEW FOR THREE (3) ADDITIONAL ONE (1) YEAR PERIODS SUBJECT TO APPROVED BUDGET APPROPRIATIONS AND ANNUAL RENEWAL.

**PURPOSE(S) OF ACTION:** To award a pricing agreement.

<b>COUNCIL DISTRICT:</b> All		
<b><u>Drafter/Staff Contact:</u></b> Shelley Modell	<b><u>Department/Section:</u></b> Public Services/ Senior Programs	<b><u>Phone:</u></b> 528-3001
<b><u>City Manager Signature:</u></b>		

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

The Public Services Department Senior Programs Section received request for proposals (RFP) for the Senior Nutrition Program in April 2011. The RFPs cover all food items and supplies, with the exception of produce and bread, purchased for congregate and home delivered meals for senior citizens. The meals are served Monday through Friday at Munson Senior Center, Henry Benavidez, Mesilla Park, and the East Side Community Centers and delivered to homebound seniors. In addition, frozen weekend meals are prepared for homebound and "at-risk" seniors.

The successful vendors were Creamland Dairies LLC of El Paso, TX, and Shamrock Foods Co., of Albuquerque, NM. The total budgeted amount for meals and supplies for Fiscal Year 2011-2012 is \$434,005. The total amount of expenditures will not exceed \$434,005 for the period September 1, 2011 through June 30, 2012.

### **SUPPORT INFORMATION:**

1. Resolution.
2. Exhibit "A", Purchasing Manager Request to Contract.
3. Exhibit "B", Senior Programs' Acceptance Memo.

(Continue on additional sheets as required)

**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 _____ Fund.
<b>Does this action create any revenue?</b>	Yes	<input type="checkbox"/>	Funds will be deposited into this fund: _____ in the amount of _____.
	No	<input checked="" type="checkbox"/>	There is no new revenue generated by this action.

**BUDGET NARRATIVE**

In FY 09 the North Central New Mexico Area Agency on Aging (NCNMAAA), Senior Programs' funding source, conducted a financial audit. As a result of the audit findings, the NCNMAAA recommended the City create separate funds and accounts to better track federal, state and local expenditures. The City of Las Cruces Senior Programs' Fiscal Year 11-12 budget includes federal, state and local funding to cover the purchase of Senior Nutrition Program food and supplies.

**FUND EXPENDITURE SUMMARY:**

Fund Name(s)	Account Number(s)	Expenditure Proposed	Available Budgeted Funds in Current FY	Remaining Funds	Purpose for Remaining Funds
2171-Older Americans Act Funds	21205030-730610-30600	\$66,741	\$66,741	\$0	Senior Nutrition Program Congregate Food Expenditures.
2171-Older Americans Act Funds	21205030-730110-30600	\$20,000	\$20,000	\$0	Senior Nutrition Program Congregate Supply Expenditures.
2171-Older Americans Act Funds	21205040-730610-30600	\$34,878	\$34,878	\$0	Senior Nutrition Program Home Delivered Food Expenditures.

(Continue on additional sheets as required)

2171-Older Americans Act Funds	21205040-730110-30600	\$24,000	\$24,000	\$0	Senior Nutrition Program Home Delivered Supply Expenditures.
1000-General Fund-Senior Citizens A&G	10205060-730610-3060A	\$15,000	\$15,000	\$0	Senior Nutrition Program Congregate Food Expenditures.
1000-General Fund-Senior Citizens A&G	10205060-730610-3060B	\$140,000	\$140,000	\$0	Senior Nutrition Program Home Delivered Food Expenditures.
2172-Cash In-Lieu of Commodities	21205090-730620-30600	\$51,754	\$51,754	\$0	Senior Nutrition Program Congregate Food Expenditures.
2172-Cash In-Lieu of Commodities	21205100-730620-30600	\$77,632	\$77,632	\$0	Senior Nutrition Program Home Delivered Food Expenditures.

**OPTIONS / ALTERNATIVES:**

1. Vote "Yes"; this action will approve the purchase of program food and supplies for the congregate and home delivered meals program for the period September 1, 2011 through June 30, 2012.
2. Vote "No"; the Nutrition Program will suspend meal services.
3. Vote to "Amend"; this action could result in operating services at a reduced level of service.
4. Vote to "Table"; this action could postpone meal delivery services.

**REFERENCE INFORMATION:**

N/A

**RESOLUTION NO. 11-12-311**

**A RESOLUTION AWARDING AN INDEFINITE QUANTITY, INDEFINITE COST PRICE AGREEMENT FOR THE SENIOR NUTRITION PROGRAM TO CREAMLAND DAIRIES LLC, OF EL PASO, TX AND SHAMROCK FOODS COMPANY OF ALBUQUERQUE, NM FOR FISCAL YEAR 2011-2012 FOR THE PERIOD SEPTEMBER 1, 2011, THROUGH JUNE 30, 2012, WITH THE OPTION TO RENEW FOR THREE (3) ADDITIONAL ONE (1) YEAR PERIODS SUBJECT TO APPROVED BUDGET APPROPRIATIONS AND ANNUAL RENEWAL.**

The City Council is informed that:

**WHEREAS**, the Public Services Department Senior Programs Section received food bids in April 2011 for the Senior Nutrition Program; and

**WHEREAS**, these bids cover all food items and supplies, with the exception of produce and bread, purchased for congregate and home delivered meals for senior citizens; and

**WHEREAS**, the successful vendors were: Creamland Dairies LLC of El Paso, TX, and Shamrock Foods Co., of Albuquerque, NM; and

**WHEREAS**, the total amount of expenditures will not exceed \$434,005 for the period September 1, 2011 through June 30, 2012.

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

**(I)**

**THAT** the price agreement for the Senior Nutrition Program is hereby awarded to Creamland Dairies LLC of El Paso, TX, and Shamrock Foods Co., of Albuquerque, NM, for the period September 1, 2011, through June 30, 2012, designated as Exhibit "A" attached hereto and made a part of this Resolution.

(II)

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

ATTEST:

\_\_\_\_\_  
City Clerk

(SEAL)

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

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

APPROVED AS TO FORM:

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

VOTE:

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

# CITY OF LAS CRUCES

## PURCHASING MANAGER'S REQUEST TO CONTRACT

For Meeting of: August 15, 2011

Resolution No.: 11-12-311

### Contract Purchase For Indefinite Quantity, Indefinite Cost Price Agreement for the Senior Nutrition Program

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

#### RFP SOLICITATION INFORMATION:

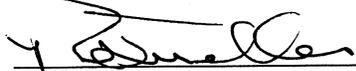
1. RFP No./ Due Date: RFP No. 11-12-311/June 15, 2011
2. Description: Indefinite Quantity, Indefinite Cost  
Price Agreement for Senior Nutrition Program
3. Using Department: Public Services
4. Number of Responses Accepted: Four (4)
5. Award Recommendation To: Creamland Dairies LLC of El Paso, TX  
Shamrock Foods Company of Albuquerque, NM
6. Total Award Amount: Indefinite
7. Contract Duration: One (1) year plus three (3) one-year options  
subject to approved budget appropriations and annual renewal

#### LOCAL PREFERENCE FACTOR

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

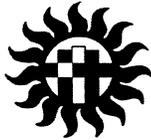
#### PROCUREMENT CODE COMPLIANCE:

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**.

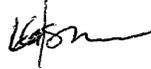
  
 Purchasing Manager 1/7/26/11  
Date

#### CONFIRMATION OF FUND ENCUMBRANCE:

REQUISITION or PURCHASE ORDER NUMBER:	Various
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**City of Las Cruces**<sup>®</sup>  
PEOPLE HELPING PEOPLE  
PUBLIC SERVICES DEPARTMENT  
SENIOR PROGRAMS SECTION

**TO:** Karen Medina, Buyer  
**FROM:** Lina Guadian, Nutrition and Meal Services Manager   
**SUBJECT:** Acceptance Memo  
**DATE:** July 25, 2011  
**FILE NO.:** SPD 11-110

The Senior Nutrition staff has reviewed all Requests for Proposals (RFP) and is recommending award to the following vendors as listed:

1. Creamland Dairies LLC, dba Price Creameries 600 N. Piedras, El Paso, TX 79903  
Phone: (915) 565-2711 Fax: (915) 562-8232.

All dairy products will be awarded to Price's Creameries

2. Shamrock Foods Co. 2 Shamrock Way, Albuquerque, NM, 87120 Phone: (800) 326-5571 Fax: (602) 477-6446.

All food and supplies will be awarded to Shamrock Foods Company

The decision to award this RFP is to provide meals for our senior citizens at our four center meal sites: Munson Senior Center; Benavidez Community Center; Mesilla Park Community Center; and, Eastside Community Center.

Various requisitions will be created for this RFP and will be charged to the following accounts: 10205060-730610-3060A; 10205060-730610-3060B; 21205030-730610-30600; 21205040-730610-30600; 21205030-730110-30600; 21205040-730110-30600; 1205090; and, 21205100. The total amount will not exceed the FY 11-12 budget amount of \$434,005.