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City of Las Cruces[®]
 PEOPLE HELPING PEOPLE

Council Action and Executive Summary

Item # 13 Ordinance/Resolution# 11-12-473

For Meeting of _____
 (Ordinance First Reading Date)

For Meeting of June 4, 2012
 (Adoption Date)

Please check box that applies to this item:

QUASI JUDICIAL LEGISLATIVE ADMINISTRATIVE

TITLE: A RESOLUTION AWARDING A CONTRACT FOR THE PURCHASE OF TWENTY-FOUR (24) BUS SHELTERS TO TOLAR MANUFACTURING COMPANY, INC., FOR A TOTAL PURCHASE PRICE OF \$118,248.00.

PURPOSE(S) OF ACTION:

To purchase twenty-four (24) bus shelters.

COUNCIL DISTRICT: ALL		
<u>Drafter/Staff Contact:</u> Michael Bartholomew	<u>Department/Section:</u> Transportation/Transit	<u>Phone:</u> 541-2537
<u>City Manager Signature:</u>		

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:

The Transit Section of the Transportation Department requested bids for the purchase of twenty-four bus shelters. The shelters will have perforated metal siding to allow shading in the structure. Each will include benches, a 20-gallon trash receptacle, a front shade panel, and map case holder. The shelters will be ADA accessible.

There were four (4) bids received. The bids were reviewed by the Transit Section and the Purchasing Section. The lowest bid was provided by Tolar Manufacturing, Inc. of Corona, California at \$4,927.00 per shelter. The shelters will have an appearance and quality comparable to other recently purchased bus shelters.

The shelters will be funded with American Recovery and Reinvestment Act (ARRA) funds administered through the Federal Transit Administration (FTA) at 100% reimbursement. This bid is for the shelters only. It does not include additional installation expenses such as, a concrete pad, and any right-of-way costs which will be covered by additional ARRA funds awarded to Las Cruces.

By the terms of the bid request the shelters will be delivered within 120 days of award of the contract. Shelters will be installed at various existing and planned sites throughout Las Cruces. Site development for shelters is ongoing and it is anticipated all shelters in this order will be installed by August 2013. Shelter locations are initially determined by the level of use of the bus

(Continue on additional sheets as required)

stop; however, ultimately, locations that end up being developed into bus shelter sites are influenced by site constraints such as lack of ability to gain right-of-way or easements as well as physical constraints of the site.

SUPPORT INFORMATION:

1. Resolution.
2. Exhibit "A", Purchasing Manager Request to Contract Form.
3. Attachment "A", Acceptance memo from Michael Bartholomew, Transit Administrator.
4. Attachment "B", Bid Abstract.

SOURCE OF FUNDING:

Is this action already budgeted?	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.
Does this action create any revenue? N/A	Yes	<input type="checkbox"/>	Funds will be deposited into this fund: _____ in the amount of \$ _____ for FY _____.
	No	<input 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 FTA (ARRA)	5922-59323080-730200-60400	\$118,248	\$259,363	\$141,115	Additional bus stop improvements

OPTIONS / ALTERNATIVES:

1. Vote "Yes"; this will award a contract to purchase twenty-four (24) bus shelters to Tolar Manufacturing Company, Inc. in the amount of \$118,248.00.

(Continue on additional sheets as required)

2. Vote "No"; this will not award a contract to purchase twenty-four (24) bus shelters to Tolar Manufacturing Company, Inc. in the amount of \$118,248.00.
3. Vote to "Amend"; this could modify the resolution and direct staff to take another action.
4. Vote to "Table"; this would delay the award of a purchase contract for twenty-four (24) bus shelters to Tolar Manufacturing Company, Inc. in the amount of \$118,248.00.

REFERENCE INFORMATION:

The resolution(s) and/or ordinance(s) listed below are only for reference and are not included as attachments or exhibits.

N/A

(Continue on additional sheets as required)

RESOLUTION NO. 11-12-473**A RESOLUTION AWARDING A CONTRACT FOR THE PURCHASE OF TWENTY-FOUR (24) BUS SHELTERS TO TOLAR MANUFACTURING COMPANY, INC., FOR A TOTAL PURCHASE PRICE OF \$118,248.00.**

The City Council is informed that:

WHEREAS, the Transit Section of the Transportation Department requested bids for the purchase of twenty-four (24) bus shelters (to include benches, trash receptacles, front shade panel, and map cases); and

WHEREAS, the agreement is to purchase twelve (12) bus shelters upon award of the contract and twelve (12) additional bus shelters before June 30, 2013; and

WHEREAS, it has been determined by the Transit Section and the Purchasing Section that Tolar Manufacturing Company, Inc. offered the lowest bid and has met all compliance requirements; and

WHEREAS, 100% of the funds for this procurement will come from American Recovery and Reinvestment Act (ARRA) funding through the Federal Transit Administration (FTA); and

WHEREAS, this award includes the cost of delivery of the products; and

WHEREAS, the bus shelters will be placed at various bus stops throughout Las Cruces as part of an ongoing program to improve passenger amenities for transit users.

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

(I)

THAT the contract to purchase twenty-four (24) bus shelters in the amount of \$118,248.00 is hereby awarded to Tolar Manufacturing Company, Inc. pursuant to the

Purchasing Manager's Request to Contract, attached hereto as Exhibit "A" 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 _____, 2012.

APPROVED:

Mayor

ATTEST:

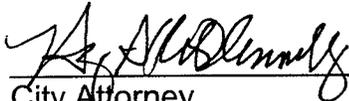
City Clerk

(SEAL)

Moved by: _____

Seconded by: _____

APPROVED AS TO FORM:



City Attorney

VOTE:

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

CITY OF LAS CRUCES

PURCHASING MANAGER'S REQUEST TO CONTRACT

For Meeting of: June 4, 2012

Resolution No.: 11-12-473

**Contract Purchase For
Bus Shelters**

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

BID SOLICITATION INFORMATION:

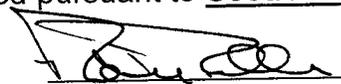
- 1. Bid Due Date: April 12, 2012 / 10:00 am
- 2. Description: Bus Shelters
- 3. Using Department: Transit
- 4. Number of Responses Accepted: Four (4)
- 5. Recommended Award(s) To: Tolar Manufacturing Inc., of Corona, CA
- 6. Total Award Amount (includes any tax and contingency): \$118,248.00
- 7. Contract Duration: June 30, 2013

LOCAL PREFERENCE FACTOR

Local Preference Factor Applied Per LCMC §24-100	No	<input checked="" type="checkbox"/>	LCMC §24-100 not applicable to this solicitation
	Yes	<input type="checkbox"/>	Made A Difference To Bid Awards(s)
		<input type="checkbox"/>	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 24-91**.


Purchasing Manager

15/16/12
Date

CONFIRMATION OF FUND ENCUMBRANCE:

REQUISITION:	12102601
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**TRANSPORTATION DEPARTMENT**

TO: Karen Medina, Senior Buyer
FROM: Mike Bartholomew, Transit Administrator
SUBJECT: Acceptance of Bid No. 11-12-473 – Bus Shelters
DATE: April 20, 2012
FILE NO.: 238

I have reviewed the four bid proposals submitted in response to the City of Las Cruces Bid No. 11-12-473 for Bus Shelters.

I am recommending that the contract for the bus shelters be awarded to Tolar Manufacturing Company, Inc., of Corona, California, in the amount of \$118,248.00. This project will be 100% funded by Federal Transit Administration "stimulus" funding.

The funding source for this contract is 5922-59323080-730200-60400. Based on the stated delivery time of 120 days after award of contract, all expenditures are expected to occur in the FY2013 budget.

I am recommending Tolar Manufacturing Company because it submitted the lowest bid and the bid complies with the requested specifications. Tolar has provided all the requested federal certifications with the bid. Tolar cannot commit to any Disadvantaged Business Enterprise (DBE) Program participation and it has provided the required documentation of its good faith efforts to identify DBEs.

MB/mh

CC: Robert Garza, City Manager
Brian Denmark, Assistant City Manager/COO
Lisa Murphy, Transportation Director



City of Las Cruces
PEOPLE HELPING PEOPLE

CITY OF LAS CRUCES PURCHASING DEPARTMENT
ABSTRACT OF BID: 11-12-473 Bus Shelters
OPENING DATE: April 12, 2012 / 10:00 a.m.

ITEM	DESCRIPTION	QTY	UNIT	MFR BRAND	MODEL NO.	UNIT PRICE	PRICE EXT	MFR BRAND	MODEL NO.	UNIT PRICE	PRICE EXT
1	Bus Shelters	24	Ea.	Not Given	13DR-P-P-B-S-8R-NB-P-20G	\$6,100.31	\$146,407.44	Text	Not Given	\$5,970.00	\$143,280.00
	TOTAL						\$146,407.44				\$143,280.00

All Purpose Manufacturing Inc.
614 Airport Road
Oceanside, CA 92058
PH: 760.967.8464
FAX: 866.631.5957
E-mail: apmfg@aol.com

Brasco International Inc.
32400 Industrial Drive
Madison Heights, MI 48071
PH: 800.893.3665
FAX: 313.393.4899
E-mail: cvatterson@brasco.com

60 Days
July 2012
NSI

70 Days
April 2013
NSI

NoBids:

310

Benny Lopez
Prepared by: Benny Lopez, Bid Clerk
Karen Medina
Verified by: Karen Medina, Senior Buyer



City of Las Cruces

PEOPLE HELPING PEOPLE

CITY OF LAS CRUCES PURCHASING DEPARTMENT
ABSTRACT OF BID: 11-12-473 Bus Shelters
OPENING DATE: April 12, 2012 / 10:00 a.m.

ITEM	DESCRIPTION	QTY	MFR BRAND	MODEL NO.	UNIT PRICE	PRICE EXT.	MFR BRAND	MODEL NO.	UNIT PRICE	PRICE EXT.
1	Bus Shelters	24	Decamil	Not Given	\$4,995.00	\$119,880.00	Tolar Manufacturing	4852-00 Set	\$4,927.00	\$118,248.00
TOTAL						\$119,880.00				\$118,248.00

Decamil
10201 Rocket Ct.
Orlando, FL 32824
PH: 407-456-4877
FAX: 407-837-5565
E-mail: oparra@decamil.com

Tolar Manufacturing Co, Inc.
258 Marsh Circle
Corona, CA 92879
PH: 951-808-0061
FAX: 951-808-0041
E-mail: pmerrick@tolarmfg.com

NoBids:

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Benny Lopez
Prepared by: Benny Lopez, Bid Clerk

Verified by: Karen Medina, Senior Buyer