

City of Las Cruces[®]

PEOPLE HELPING PEOPLE

Council Action and Executive Summary

Item # 12Ordinance/Resolution #11-12-421For Meeting of _____
(Ordinance First Reading Date)For Meeting of June 18, 2012
(Adoption Date)

Please check box that applies to this item:

 QUASI JUDICIAL LEGISLATIVE ADMINISTRATIVE

TITLE: A RESOLUTION AWARDING AN INDEFINITE QUANTITY, INDEFINITE COST PRICING AGREEMENT TO SPRINGTIME JANITORIAL SUPPLY OF CARLSBAD, NEW MEXICO, FOR CUSTODIAL SUPPLIES, CONSULTING, AND OTHER RELATED SERVICES FOR UP TO FOUR (4) YEARS CONDITIONED UPON APPROVED BUDGETS AND ANNUAL RENEWALS.

PURPOSE(S) OF ACTION:

To enter into a contract to provide cleaning products, services, and equipment to the City.

COUNCIL DISTRICT: N/A		
<u>Drafter/Staff Contact:</u> Daniel Maestas <i>DM</i>	<u>Department/Section:</u> Public Works/Facilities Management	<u>Phone:</u> 541-2502
<u>City Manager Signature:</u>	<i>[Signature]</i>	

BACKGROUND/KEY ISSUES/CONTRIBUTING FACTORS:

As part of maintaining a high level of service, City staff occasionally pursues indefinite cost, indefinite quantity contracts as a tool to help achieve that goal. For instance, having such a contract for custodial supplies, services, and equipment, will help in-house custodial staff and other City departments ensure that proper sanitation and cleaning of City-owned facilities is handled in a cost-effective, efficient, and timely manner.

For this type of contract, the City also looks at opportunities to further its sustainability goals when procuring supplies, services, and equipment. In this case, the below-mentioned company also offers Green Certified cleaning and paper products.

On February 16, 2012, Facilities Management staff solicited proposals for custodial supplies, consulting, and related services, resulting in the receipt of four (4) proposals. After review of the received proposals, it was determined that Springtime Janitorial Supply of Carlsbad, New Mexico, met or exceeded all proposal requirements and offered competitive pricing on their line of cleaning products and janitorial equipment.

This pricing agreement is a one (1)-year contract with the option to renew for up to three (3) additional one-year periods conditioned upon approved budgets and providing terms and conditions remain the same, which the vendor has agreed upon.

SUPPORT INFORMATION:

1. Resolution.
2. Exhibit "A". Purchasing Manager's Request to Contract.
3. Attachment "A". Acceptance Memo.

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?	Yes	<input type="checkbox"/>	Funds will be deposited into this fund: ___ in the amount of for FY__.
	No	<input checked="" type="checkbox"/>	There is no new revenue generated by this action.

BUDGET NARRATIVE

Indefinite quantity, indefinite cost pricing agreement for custodial supplies and equipment will utilized City-wide with various approved budget amounts.

FUND EXPENDITURE SUMMARY:

Fund Name(s)	Account Number(s)	Expenditure Proposed	Available Budgeted Funds in Current FY	Remaining Funds	Purpose for Remaining Funds
Various	Various	Various	Various	Various	Various

OPTIONS / ALTERNATIVES:

1. Vote "Yes"; this will approve the Resolution to award the Pricing Agreement for custodial supplies, consulting, and related services to Springtime Janitorial Supplies of Carlsbad, New Mexico.

2. Vote "No"; this will deny the Resolution to award the Pricing Agreement for custodial supplies, consulting, and related services to Springtime Janitorial Supplies of Carlsbad, New Mexico.
3. Vote to "Amend"; this could delay procurement of janitorial items needed to ensure proper cleaning and sanitation of City facilities.
4. Vote to "Table"; this could delay procurement of janitorial items needed to ensure proper cleaning and sanitation of City facilities.

REFERENCE INFORMATION:

N/A

RESOLUTION NO: 11-12-421

A RESOLUTION AWARDING AN INDEFINITE QUANTITY, INDEFINITE COST PRICING AGREEMENT TO SPRINGTIME JANITORIAL SUPPLY OF CARLSBAD, NEW MEXICO, FOR CUSTODIAL SUPPLIES, CONSULTING, AND OTHER RELATED SERVICES FOR UP TO FOUR (4) YEARS CONDITIONED UPON APPROVED BUDGETS AND ANNUAL RENEWALS.

The City Council is informed that:

WHEREAS, on February 16, 2012, Public Works/Facilities Management solicited proposals for custodial supplies, consulting, and related services; resulting in the receipt of four (4) proposals; and

WHEREAS, after review of the received proposals, it was determined that Springtime Janitorial Supply of Carlsbad, New Mexico, met or exceeded all proposal requirements and offered competitive pricing on all cleaning products and janitorial equipment; and

WHEREAS, this pricing agreement is a one (1)-year contract with the option to renew for up to three (3) additional one-year periods providing terms and conditions remain the same, which the vendor has agreed upon; and

WHEREAS, having such a contract is a valuable tool for in-house custodial staff and other departments within the City of Las Cruces that helps to ensure proper sanitation and cleaning of City-owned facilities in a cost-effective, efficient, and timely manner; and

WHEREAS, Springtime Janitorial Supply also offers a variety of Green Certified cleaning and paper products, which supports City sustainability efforts.

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

(I)

THAT an indefinite quantity, indefinite cost pricing agreement for custodial supplies, consulting, and related services, is hereby awarded to Springtime Janitorial Supply of Carlsbad, New Mexico, for up to four (4) years conditioned upon approved budgets and annual renewals.

(II)

THAT Purchasing Manager's Request to Contract, Exhibit "A," is hereby attached hereto.

(III)

THAT City staff is hereby authorized to do all deeds as 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: _____

VOTE:

- Mayor Miyagishima: _____
- Councillor Silva: _____
- Councillor Smith: _____
- 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: June 18, 2012

Resolution No.: 11-12-421

Contract Purchase For Custodial Supplies

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

RFP SOLICITATION INFORMATION:

1. RFP No./ Due Date: **RFP No. 11-12-421 / February 16, 2012**
2. Description: **Custodial Supplies**
3. Using Department: **Public Works / Facilities Management**
4. Number of Responses Accepted: **Four (4)**
5. Award Recommendation To: **Springtime Janitorial Supply of Carlsbad, NM**
6. Total Award Amount: **Indefinite quantity/cost**
7. Contract Duration: **Up to four (4) years subject to approved budgets and annual renewals**

LOCAL PREFERENCE FACTOR

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

PROCUREMENT CODE COMPLIANCE:

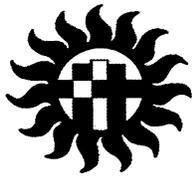
The City of Las Cruces Procurement Code was administered in the conduct of this procurement and approval to purchase is hereby requested pursuant to **Section 24-92**.


Purchasing Manager

6/11/12
Date

CONFIRMATION OF FUND ENCUMBRANCE:

REQUISITION or PURCHASE ORDER NUMBER:	Various
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City of Las Cruces[®]

PEOPLE HELPING PEOPLE

TO: Todd Bensley, Buyer

FROM: Daniel Maestas, Lead Custodian *DM*

DATE: May 23, 2012 **FILE:** FM-12-041

SUBJECT: Acceptance Memo Janitorial Supplies Price Agreement RFP#11-12-421

The cost proposal for the janitorial supplies price agreement was reviewed by the Evaluation Committee consisting of Fernando Rodriguez, Franco Granillo, Dennis Applegate, and myself. The committee recommends awarding the indefinite quantity and indefinite cost pricing agreement to Springtime Janitorial Supply of Carlsbad, New Mexico; who meets or exceeds all proposal requirements.

The funds for the janitorial supplies are budgeted by various user departments such as Facilities Management, Parks & Recreation, Fire and Utilities.

cc: Loretta Reyes, Public Works Director
Eric Martin, Facilities Management Administrator
Anthony Renio, Building Systems and Maintenance Manager