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City of Las Cruces[®]
 PEOPLE HELPING PEOPLE

Council Action and Executive Summary

Item # 9 Ordinance/Resolution# 11-12-478

For Meeting of _____
 (Ordinance First Reading Date)

For Meeting of July 16, 2012
 (Adoption Date)

Please check box that applies to this item:

QUASI JUDICIAL LEGISLATIVE ADMINISTRATIVE

TITLE: A RESOLUTION APPROVING AN INDEFINITE COST, INDEFINITE QUANTITY PRICE AGREEMENT FOR TRANSIT VEHICLE WASH SERVICES TO THE LAST ONE, INC. OF LAS CRUCES, NEW MEXICO FOR ONE YEAR WITH UP TO THREE ONE-YEAR RENEWALS SUBJECT TO APPROVED BUDGET APPROPRIATIONS AND ANNUAL RENEWAL.

PURPOSE(S) OF ACTION:

To provide Transit vehicle washing service.

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> <i>[Signature]</i> for <i>[Name]</i>		

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:

The Transit Section of the Transportation Department requested proposals for Transit vehicle washing for Fiscal Year 2013 (FY13). Two proposals were submitted however; only one proposal, submitted by The Last One, Inc., of Las Cruces, NM was determined to be compliant and satisfactorily addressed all specifications requested in the Request for Proposal.

The estimated annual cost of this agreement is \$88,348.00 plus \$6,682.00 gross receipts tax for a total of \$95,030.00. Staff further recommends that this contract be eligible for up to three (3) additional one (1) year extensions upon the mutual agreement of the vendor and the city.

SUPPORT INFORMATION:

1. Resolution.
2. Exhibit "A", Purchasing Manager's Request to Contract (PMRC).
3. Attachment "A", acceptance memo from Michael Bartholomew, Transit Administrator.

(Continue on additional sheets as required)

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

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	5922-59323020-721160-24113	\$69,030.00	\$69,050.00	\$20.00	Miscellaneous
Transit Dial-a-Ride	5922-59323030-721160-24113	\$26,000.00	\$26,000.00	\$0.00	N/A

OPTIONS / ALTERNATIVES:

1. Vote "Yes"; this will approve an indefinite cost, indefinite quantity price agreement for Transit vehicle washing to The Last One, Inc.
2. Vote "No"; this will not approve an indefinite cost, indefinite quantity price agreement for Transit vehicle washing to The Last One, Inc.
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 contract for Transit vehicle washing.

REFERENCE INFORMATION

N/A

RESOLUTION NO. 11-12-478

A RESOLUTION APPROVING AN INDEFINITE COST, INDEFINITE QUANTITY PRICE AGREEMENT FOR TRANSIT VEHICLE WASH SERVICES TO THE LAST ONE, INC. OF LAS CRUCES, NEW MEXICO FOR ONE YEAR WITH UP TO THREE ONE-YEAR RENEWALS SUBJECT TO APPROVED BUDGET APPROPRIATIONS AND ANNUAL RENEWAL.

The City Council is informed that:

WHEREAS, the Transit Section has contracted out Transit 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 Transit Section of the Transportation Department requested bids for Transit vehicle washing services; and

WHEREAS, it has been determined by the Transit Section and the Purchasing Section that The Last One, Inc. offered the lowest bid and has met all compliance requirements; and

WHEREAS, the agreement is to approve an indefinite cost, indefinite quantity price agreement for Transit vehicle wash services to The Last One, Inc. of Las Cruces, NM, for an estimated annual cost of \$88,348.00 plus \$6,682.00 for NM gross receipts tax for a total of \$95,030.00.

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

(I)

THAT approval is hereby granted to award an indefinite cost, indefinite quantity price agreement for Transit vehicle wash services to The Last One, Inc. of Las Cruces,

NM for a period of one (1) year with the option to extend annually for three (3) additional years conditioned on annual renewal and pending approved budgets.

(II)

THAT the Purchasing Manager is hereby authorized to contract with The Last One, Inc. as outlined in the signed Exhibit "A", Purchasing Manager's Request to Contract form, attached hereto.

(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 _____, 2012.

APPROVED:

Mayor

ATTEST:

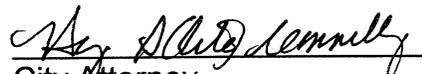
City Clerk

(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: July 16, 2012

Resolution No.: 11-12-478

Contract Purchase For Transit Vehicle Wash Services

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

RFP SOLICITATION INFORMATION:

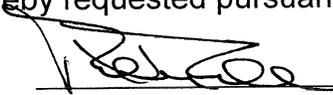
- 1. RFP No./ Due Date: **RFP No. 11-12-478 / May 3, 2012**
- 2. Description: **Transit Vehicle Wash Services**
- 3. Using Department: **Transportation Department**
- 4. Number of Responses Accepted: **One (1)**
- 5. Award Recommendation To: **The Last One, Inc. of Las Cruces, NM**
- 6. Total Award Amount: **Indefinite quantity/cost**
- 7. Contract Duration: **Four (4) year term subject to approved budget appropriations and annual renewals**

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:

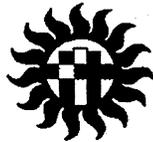
The City of Las Cruces Procurement Code was administered in the conduct of this procurement and approval to purchase is hereby requested pursuant to **Section 24-92**.


 Purchasing Manager

16/27/12
 Date

CONFIRMATION OF FUND ENCUMBRANCE:

REQUISITION or PURCHASE ORDER NUMBER:	Various
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City of Las Cruces[®]
PEOPLE HELPING PEOPLE
TRANSPORTATION DEPARTMENT

TO:	Karen Medina, Senior Buyer
FROM:	Mike Bartholomew, Transit Administrator ^{MB}
SUBJECT:	Acceptance for Proposal No. 11-12-478 – Transit Vehicle Washing
DATE:	May 23, 2012
FILE NO.:	276

Staff has reviewed the single compliant proposal submitted in response to the City of Las Cruces Request for Proposals (RFP) 11-12-478 for Transit vehicle washing. Although two proposals were submitted, one was determined to be non-compliant by the Purchasing Section. The proposal submitted by The Last One, Inc. received favorable evaluations from staff. It satisfactorily addressed all the specifications requested in the RFP.

Based on staff's ratings and comments, the recommendation is to accept the RFP and award a contract for one (1) year to The Last One, Inc. of Las Cruces, NM, not to exceed \$95,030 per year. Staff further recommends that this contract be eligible for up to three (3) additional annual extensions upon the mutual agreement of the vendor and the city.

If this proposal is approved, the budget for it is in the FY 2013 operating budget in line items 59323020-721160-24113 (\$69,030) and 59323030-721160-24113 (\$26,000).

MB/mh

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