



310  
**City of Las Cruces**<sup>®</sup>  
 PEOPLE HELPING PEOPLE

**Council Action and Executive Summary**

Item # 20 Ordinance/Resolution# 09-10-309 Council District:     

For Meeting of July 6, 2009  
 (Adoption Date)

**TITLE:**

**A RESOLUTION TO AWARD INDEFINITE COST, INDEFINITE QUANTITY PRICE AGREEMENTS FOR FOUR-YEARS TO AUTOMATED RECOVERY SYSTEMS OF NEW MEXICO, INC. OF FARMINGTON, NM AND NCO FINANCIAL SYSTEMS, INC. OF RANCHO CORDOVA, CA FOR COLLECTION SERVICES, CONDITIONED UPON AVAILABLE BUDGET.**

**PURPOSE(S) OF ACTION:**

The pricing agreements are to be established for collection services on an as needed basis by various City departments and Municipal Court pending fund availability.

<b>Name of Drafter:</b> Martha Montoya		<b>Department:</b> Finance		<b>Phone:</b> (575)541-2050	
<b>Department</b>	<b>Signature</b>	<b>Phone</b>	<b>Department</b>	<b>Signature</b>	<b>Phone</b>
Finance Department		541-2050	Budget		2300
			Assistant City Manager		2271
Legal		541-2128	City Manager		

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

The City currently provides utility (gas, water, wastewater, sanitation) services to approximately 80,000 customers including customers receiving gas services from Rio Grande Natural Gas Association. The City requires collection services for the following City Departments; Accounts Receivable, Cashiers, Customer Service and Rio Grande Natural Gas Association. Additionally, Municipal Court is in need of collection services for fees and fines. Pending Council approval and budget availability the price agreements will be for four year terms subject to annual renewal.

Via RFP No. 07-08-336 solicitation, six (6) responses were received and evaluated. After evaluation two (2) firms were selected by the evaluation committee to provide collection services. Award to Automated Recovery Services of New Mexico, Inc. and NCO Financial Systems, Inc. is recommended.

**SUPPORT INFORMATION:**

(Continue on additional sheets as required)

Fund Name / Account Number	Amount of Expenditure	Budget Amount
Various funds	Indefinite	As approved by City Council

1. Resolution No. 09-10-309
2. Exhibit "A" Purchasing Manager Request to Contract (PMRC)
4. Exhibit "B" Summary Score Sheet for 07-08-336

**OPTIONS / ALTERNATIVES:**

1. Vote "YES". This will award a four (4) year price agreement to Automated Recovery Services of New Mexico of Farmington, NM and NCO Financial Systems, Inc. of Rancho Cordova, CA for purchase of collection services.
2. Vote "NO". This vote will not allow price agreements to be established and collection services will be delayed until new proposals are received and awarded.
3. Amend and Approve the Resolution. City Council may modify the Resolution for approval and advise staff on making necessary adjustments as deemed appropriate.

**RESOLUTION NO. 09-10-309**

**A RESOLUTION TO AWARD INDEFINITE COST, INDEFINITE QUANTITY PRICE AGREEMENTS FOR FOUR-YEARS TO AUTOMATED RECOVERY SYSTEMS OF NEW MEXICO, INC. OF FARMINGTON, NM AND NCO FINANCIAL SYSTEMS, INC. OF RANCHO CORDOVA, CA FOR COLLECTION SERVICES, CONDITIONED UPON AVAILABLE BUDGET.**

The City Council is informed that:

**WHEREAS**, the Finance Department of the City of Las Cruces, Rio Grande Natural Gas and Municipal Court require collection services; and

**WHEREAS**, the City has solicited proposals via RFP No. 07-08-336 for establishing indefinite cost, indefinite quantity price agreements with collection firms; and

**WHEREAS**, the bid solicitation resulted in two firms being determined by committee to be the highest ranked firms per the established criteria; and

**WHEREAS**, awards to Automated Recovery Services of New Mexico, Inc and NCO Financial Systems, Inc. are recommended.

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

**(I)**

**THAT** indefinite cost, indefinite quantity price agreements for a term of four years, subject to annual renewal and available budget, be awarded to Automated Recovery Services of New Mexico, Inc. and NCO Financial Systems, Inc. based on results of the City's RFP No. 07-08-336.

(II)

THAT funding for purchase of collection services under these price agreements be through various departmental available budgets.

(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 \_\_\_\_\_, 2009.

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

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

(SEAL)

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

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

VOTE:

Mayor Miyagishima:	_____
Councillor Silva:	_____
Councillor Connor:	_____
Councillor Archuleta:	_____
Councillor Small:	_____
Councillor Jones:	_____
Councillor Thomas:	_____

Approved as to Form:

*[Handwritten Signature]*  
\_\_\_\_\_  
City Attorney

# CITY OF LAS CRUCES

## PURCHASING MANAGER'S REQUEST TO CONTRACT

For Meeting of: July 6, 2009

Resolution No.: 09-10-309

### Contract Purchase For Collection Services

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

**RFP SOLICITATION INFORMATION:**

- 1. RFP No./ Due Date: RFP No. 07-08-336/ April 18, 2008
- 2. Description: Collection Services
- 3. Using Department: Finance Department
- 4. Number of Responses: Six (6)
- 5. Award Recommendation To: Automated Recovery Systems of NM, Inc.  
NCO Financial Systems, Inc.
- 6. Total Award Amount (including any tax and contingency): Indefinite
- 7. Contract Duration: **Four (4) Years Pending Approved Budget 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)
			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 6/19/09.  
Date

**CONFIRMATION OF FUND ENCUMBRANCE:**

REQUISITION or PURCHASE ORDER NUMBER:	N/A – Indefinite Cost
---------------------------------------	-----------------------

PROPOSAL EVALUATION REPORT							
CRITERIA	TOTAL POINTS POSSIBLE	POINTS DISTRIBUTION					
		The Advantage Group	Automated Recovery Systems of New Mexico	Municipal Services Bureau	NCO Financial Systems, Inc.	NRA Group LLC, dba National Recovery Agency	Transworld Systems, Inc.
1. Cost	750	300	450	330	330	360	240
2. Qualifications, competence and performane of the firm with previous and/or existing clients based upon collection ratio, quality of work, ability to meet schedules, record keeping and responsiveness to the client	625	350	375	350	400	375	300
3. Qualifications/competence of project team members to perform project	500	300	280	340	180	280	160
4. Technical approach and/or plan to project	500	260	320	360	160	300	220
5. Clarity of proposal	125	65	70	100	180	85	60
6		0	0	0	0	0	0
<b>TOTALS</b>	<b>2500</b>	<b>1275</b>	<b>1525</b>	<b>1480</b>	<b>1170</b>	<b>1400</b>	<b>980</b>