

74
City of Las Cruces[®]
 PEOPLE HELPING PEOPLE

Council Action and Executive Summary

Item # 5 Ordinance/Resolution 13-14-303

For Meeting of _____
 (Ordinance First Reading Date)

For Meeting of November 4, 2013
 (Adoption Date)

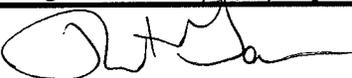
Please check box that applies to this item:

QUASI JUDICIAL LEGISLATIVE ADMINISTRATIVE

TITLE: A RESOLUTION AWARDING AN INDEFINITE COST, INDEFINITE QUANTITY, PRICE AGREEMENT TO MAINTENANCE SERVICE SYSTEMS INC., OF ALBUQUERQUE, NEW MEXICO, FOR JANITORIAL SERVICES CONTRACTED UP TO FIVE (5) YEARS CONDITIONED UPON APPROVED BUDGETS AND ANNUAL RENEWALS.

PURPOSE(S) OF ACTION:

Award a custodial service contract.

COUNCIL DISTRICT: N/A		
<u>Drafter/Staff Contact:</u> Daniel Maestas <i>DM</i>	<u>Department/Section:</u> Public Works /Facilities Management <i>DM</i>	<u>Phone:</u> 541-2591
<u>City Manager Signature:</u>		

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:

Part of the Facilities Management mission is to provide quality janitorial services throughout the City by both in-house and contracted services. The in-house crews provide daytime, evening, and night-time cleaning and quick response to urgent clean-ups, etc. The contracted services provide additional support at remote sites and other City buildings. Together, these services provide a high level of quality work and cleanliness at City facilities. On a routine basis, City staff pursues an indefinite cost, indefinite quantity, contract for janitorial services as a tool to achieve that goal.

Proposals were solicited on June 28, 2013. A total of five (5) proposals were received. After review by the Evaluation Committee, it was determined that Maintenance Service Systems Inc. met or exceeded all of the proposal requirements.

This price agreement is a one (1) year contract from the date of award and has four (4) one-year renewable options to be exercised at the discretion of the City upon written mutual consent.

(Continue on additional sheets as required)

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"/>	<input type="checkbox"/>	Proposed funding is from a new revenue source (i.e. grant; see details below)
	<input type="checkbox"/>	<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:

The amount is undetermined; the indefinite quantity, indefinite cost, price agreement for janitorial services to be utilized City-wide with various approved budgets and is based on department needs. The funds for the base agreement will come from the General Fund (1000) under the Facilities Management/Building Operations and Services-Custodial account (10226190-721220). Other accounts may be used as needed to support other departmental functions as requested.

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 price agreement for janitorial services to Maintenance Service Systems Inc., of Albuquerque, New Mexico.
2. Vote "No"; this will deny the Resolution to award the price agreement for janitorial services to Maintenance Service Systems Inc., of Albuquerque, New Mexico.

(Continue on additional sheets as required)

3. Vote to "Amend"; this will direct staff to proceed as amended by City Council. This may delay procurement of janitorial services needed to ensure proper cleaning and sanitation of City facilities.
4. Vote to "Table"; City Council could provide staff with further direction. This may delay procurement of janitorial services needed to ensure proper cleaning and sanitation of City facilities.

REFERENCE INFORMATION:

N/A

RESOLUTION NO: 13-14-303

A RESOLUTION AWARDING AN INDEFINITE COST, INDEFINITE QUANTITY, PRICE AGREEMENT TO MAINTENANCE SERVICE SYSTEMS INC., OF ALBUQUERQUE, NEW MEXICO, FOR JANITORIAL SERVICES CONTRACTED UP TO FIVE (5) YEARS CONDITIONED UPON APPROVED BUDGETS AND ANNUAL RENEWALS.

The City Council is informed that:

WHEREAS, on June 28, 2013, Public Works/Facilities Management solicited proposals for janitorial services resulting in the receipt of five (5) proposals; and

WHEREAS, after review of the proposals received, it has been determined that Maintenance Service Systems Inc., of Albuquerque, New Mexico, meets or exceeds all the proposal requirements; and

WHEREAS, this price agreement is a one (1) year contract from the date of award and has four (4) one-year renewable options to be exercised at the discretion of the City upon written mutual consent.

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 janitorial services, is hereby awarded to Maintenance Service Systems Inc., of Albuquerque, New Mexico, for up to five (5) years conditioned upon approved budgets and annual renewals.

(II)

THAT Purchasing Manager is authorized to enter into an indefinite quantity, indefinite cost, price agreement with Maintenance Service Systems Inc., of Albuquerque, New Mexico, as outlined in the signed Exhibit "A", Purchasing Manager's Request to Contract Form.

(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 _____, 20_____.

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: November 4, 2013

Resolution No.: 13-14-303

**Contract Purchase For
Janitorial Services Price Agreement**

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

BID SOLICITATION INFORMATION:

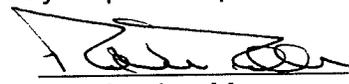
- 1. Bid Due Date: July 17, 2013
- 2. Description: Janitorial Services Price Agreement
- 3. Using Department: Public Works
- 4. Number of Responses Solicited: Thirty-three (33)
- 5. Number of Responses Received and Accepted: Five (5)
- 6. Recommended Award(s) To: Maintenance Service Systems Inc.
of Albuquerque, NM
- 7. Total Award Amount (includes any tax and contingency): Indefinite Cost/Quantity
- 8. Contract Duration: One (1) year with four (4) one-year renewals subject
to approved budget appropriations and annual renewal.

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)

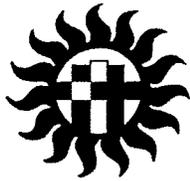
PROCUREMENT CODE COMPLIANCE:

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 11/04/13
Date

CONFIRMATION OF FUND ENCUMBRANCE:

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

PEOPLE HELPING PEOPLE

TO: Bertha Chavira Buyer

FROM: Daniel Maestas, Custodial Services Supervisor *DM*

DATE: 09/09/13 **File:** PW-13-484

SUBJECT: Acceptance Memo - Custodial Services Pricing Agreement RFP No. 13-14-303

On June 28, 2013 Public Works/Facilities Management solicited proposals for custodial services, resulting in the receipt of five (5) proposals.

After review of the proposals, it was determined that Maintenance Service Systems met or exceeded all proposal requirements.

This pricing agreement is a one (1) year contract with the option to renew for up to four (4) additional one (1) year periods providing terms and conditions remain the same; which the vendor has agreed upon.

The funds for this agreement will come from (10226190-722190) Purchased Services, Facilities Management Building Operations and Services.

If you should have any questions, please contact me at Ext. 2591

cc:

Loretta M. Reyes, Public Works Director *LR*

Eric Martin, Facilities Management Administrator *EM*

Richard Clark, Acting Building Operations & Services Supervisor *RC*