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City of Las Cruces[®]
 PEOPLE HELPING PEOPLE

Council Action and Executive Summary

Item # 12 Ordinance/Resolution# 14-15-001

For Meeting of _____
 (Ordinance First Reading Date)

For Meeting of August 18, 2014
 (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 FOR SECURITY GUARD SERVICES TO LAS CRUCES SECURITY SERVICES, INC. AND SECURITY CONCEPTS, INC. BOTH OF LAS CRUCES, NEW MEXICO FOR FIVE (5) YEARS SUBJECT TO APPROVED BUDGET APPROPRIATIONS AND ANNUAL RENEWALS.

PURPOSE(S) OF ACTION:

Award price agreement for security guard services.

COUNCIL DISTRICT: N/A		
<u>Drafter/Staff Contact:</u> Bertha Chavira	<u>Department/Section:</u> Finance/Purchasing	<u>Phone:</u> 541-2520
<u>City Manager Signature:</u>		

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:

It is in the best interest of the City of Las Cruces (City) to contract for armed and unarmed security guard services to patrol City facilities and events to ensure the safety of City staff and citizens and to protect City property.

The City Purchasing Section solicited proposals for security guard services and received two proposals. The Purchasing staff reviewed both proposals to ensure that requirements and specifications were met.

Based on the evaluation by the Evaluation Committee, Purchasing staff recommends awarding the security guard services price agreement to Las Cruces Security Services, Inc. and Security Concepts, Inc. both of Las Cruces, New Mexico for a period of five (5) years subject to approved budget appropriations and annual renewals.

SUPPORT INFORMATION:

1. Resolution.
2. Exhibit "A", Purchasing Manager's Request to Contract.
3. Attachment "A", RFP Selection Notice.

(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

Individual department requests to purchase security guard services will be dependent on and limited to available departmental budgets.

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 award an indefinite cost, indefinite quantity price agreement for security guard services.
2. Vote "No"; this will require Purchasing staff to seek alternative sources and procurement methods to establish a price agreement for security guard services.
3. Vote to "Amend"; this will modify the Resolution to reflect the recommendation of the City Council.
4. Vote to "Table"; this will delay procurement of security guard services and negatively impact the City departments' ability to ensure the safety of City staff and citizens.

REFERENCE INFORMATION:

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

1. N/A

(Continue on additional sheets as required)

RESOLUTION NO. 14-15-001

A RESOLUTION AWARDING AN INDEFINITE COST, INDEFINITE QUANTITY PRICE AGREEMENT FOR SECURITY GUARD SERVICES TO LAS CRUCES SECURITY SERVICES, INC. AND SECURITY CONCEPTS, INC. BOTH OF LAS CRUCES, NEW MEXICO FOR FIVE (5) YEARS SUBJECT TO APPROVED BUDGET APPROPRIATIONS AND ANNUAL RENEWALS.

The City Council of the City of Las Cruces is informed that:

WHEREAS, the City of Las Cruces Purchasing Section solicited proposals for security guard services and received two proposals; and

WHEREAS, several City departments require armed and unarmed security guards to patrol City facilities and events to ensure the safety of City staff and citizens and to protect City property; and

WHEREAS, the City's average annual expenditure for security guard services is approximately \$380,000.00; and

WHEREAS, upon review and evaluation of the proposals, Purchasing staff recommends award to Las Cruces Security Services, Inc. and Security Concepts, Inc. as it has been determined that they meet or exceed all proposal requirements; and

WHEREAS, the initial term of the price agreement is from the date of award through June 30, 2015 with four (4) one-year renewable options to be exercised at the discretion of the City upon written mutual consent and approved budget appropriations.

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

(I)

THAT City Council awards an indefinite cost, indefinite quantity price agreement for security guard services to Las Cruces Security Services, Inc. and Security Concepts,

Inc. both of Las Cruces, New Mexico for up to five (5) years subject to approved budget appropriations and annual renewals.

(II)

THAT the Purchasing Manager is hereby authorized to contract with Las Cruces Security Services, Inc. and Security Concepts, 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 as necessary in the accomplishment of the herein above.

DONE AND APPROVED this _____ day of _____, 2014.

APPROVED:

Mayor

ATTEST:

City Clerk

(SEAL)

Moved by: _____

Seconded by: _____

APPROVED AS TO FORM:

A. J. (Lita) Connolly

City Attorney

VOTE:

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

CITY OF LAS CRUCES

PURCHASING MANAGER'S REQUEST TO CONTRACT

For Meeting of: August 18, 2014

Resolution No.: 14-15-001

Contract Purchase For Security Guard Services Price Agreement

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

RFP SOLICITATION INFORMATION:

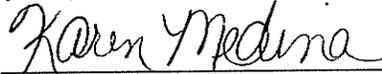
- 1. RFP No./ Due Date: RFP No. 14-15-001 / June 17, 2014
- 2. Description: Security Guard Services Price Agreement
- 3. Using Department: Finance
- 4. Number of Reponses Solicited: Thirty-nine (39)
- 5. Number of Responses Accepted: Two (2)
- 6. Award Recommendation To: Las Cruces Security Services, Inc. and
Security Concepts, Inc. of Las Cruces, NM
- 7. Total Award Amount: Indefinite, As Needed
- 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			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

1/7/24/14
 Date

CONFIRMATION OF FUND ENCUMBRANCE:

REQUISITION or PURCHASE ORDER NUMBER:	TBD
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PO Box 20000
Las Cruces, NM 88004

July 23, 2014

RE: RFP No. 14-15-001
Security Guard Services Price Agreement

Dear Sir/Madame:

Two responses to the above referenced RFP solicitation were received and evaluated by an evaluation committee based upon the RFP criteria. The evaluation results are shown in the listing below.

Negotiation with the two respondents will commence with intent to establish contract terms/conditions acceptable to the parties. Should negotiations fail to establish such terms/conditions, negotiation will terminate.

Your continued interest and participation in this selection process is greatly appreciated. Should you need additional information regarding this notice, please contact me at your convenience.

Cordially,

Bertha Chavira
Buyer
Phone: (575) 541-2520
Fax: (575) 541-2515

PROPOSAL EVALUATION REPORT			
TITLE: Security Guard Services Price Agreement	TOTAL POINTS POSSIBLE	POINTS DISTRIBUTION	
RFP NO.: 14-15-001		Las Cruces Security Services, Inc.	Security Concepts, Inc.
CRITERIA			
Experience, qualifications, adherence and ability to provide services including training, similar contracts with other government agencies and municipalities	625	475	475
Performance of the firm with previous clients, based upon quality of the work, control of costs, ability to meet schedules or deadlines; and responsiveness to the client	625	500	400
Responses to Attachment B	625	475	475
Cost of service; hourly rate	500	360	380
Clarity of proposal	125	95	95
RATING SHEET RAW SCORES	2500	1905	1825
NM Resident Preference (Yes or No)		Yes	No
IF "YES", ADD TOTAL POINTS POSSIBLE X .05		125.0	0.0
FINAL SCORE		2030	1825