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

**Council Action and Executive Summary**

Item # 22 Ordinance/Resolution #08-09-602 Council District: 1

For Meeting of August 17, 2009  
 (Adoption Date)

**TITLE:**

**A RESOLUTION AUTHORIZING APPROVAL OF INDEFINITE QUANTITY, INDEFINITE COST, PRICE AGREEMENTS FOR FURNISHINGS TO CONTRACT ASSOCIATES OF ALBUQUERQUE, NM, BUSINESS ENVIRONMENTS OF ALBUQUERQUE, NM, AND GOVERNMENT & EDUCATIONAL FURNISHINGS, LLC, OF RIO RANCHO, NM, FOR A FIVE (5) YEAR TERM, RENEWABLE ANNUALLY; AND APPROVING THE RANKINGS OF THE SELECTED FIRMS FROM WHICH PROJECT ASSIGNMENTS WILL BE BASED FOR THE NEW CITY HALL, REGIONAL RECREATION AND AQUATIC CENTER, AND CONVENTION CENTER PROJECTS; SUBJECT TO APPROVED BUDGET APPROPRIATIONS.**

**PURPOSE(S) OF ACTION:**

To award a pricing agreement for the purchase of furnishings over a five year period

<b>Name of Drafter:</b> D. Eric Martin <i>[Signature]</i>		<b>Department:</b> Facilities/Project Mgmt.		<b>Phone:</b> 541-2616	
<b>Department</b>	<b>Signature</b>	<b>Phone</b>	<b>Department</b>	<b>Signature</b>	<b>Phone</b>
Facilities Department	<i>[Signature]</i>	541-2651	Budget	<i>[Signature]</i>	2300
			Assistant City Manager	<i>[Signature]</i>	2271
Legal	<i>[Signature]</i>	54-2128	City Manager	<i>[Signature]</i>	2076

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

Historically, the City has not established a standardized approach to procuring furnishings at the various facilities. As a result, much of the furniture and related items that have been purchased by departments are of varying quality, may lack ergonomic features (thereby causing potential injury), and may be otherwise unsuitable for use in a commercial environment. In addition, City Council has asked staff to consider sustainable or "green" approaches to various projects.

With the construction of several new facilities underway, staff now has the opportunity to address the issues noted above, and begin to establish a consistent look and feel for the different buildings as well as to address features/functionality. By pursuing a pricing agreement, this will allow staff to simplify the procurement of furnishings within a given set of standards. The Facilities Department drafted a Request for Proposal this past

(Continue on additional sheets as required)

spring for consideration by the Selection Advisory Committee (SAC) for the purpose of establishing a furnishings pricing agreement with one or more firms. A total of seven proposers submitted, and on Monday, July 27, 2009, the SAC evaluated the proposals and arrived at the top three. Interviews were held with these firms on Wednesday, August 5, 2009. Based on the attached scoring summary, the highest ranked proposer will possess the rights of first refusal as projects become available. Should this option occur, then the next firm will be contacted for quotes, etc. In addition, whether the highest ranked firm continues to have rights of first refusal and to be awarded additional projects will be a function of performance on their current/prior project in terms of whether the firm met the agreed upon timeline, order accuracy, follow-up, responsiveness, etc.

Based on the proposals, each firm is using local subcontractors where appropriate for the installation and configuration of various components.

### **SUPPORT INFORMATION:**

1. Resolution
2. Exhibit A – Purchasing Manager's Request to Contract
3. Attachment 1 – SAC Summary Evaluation

<b>Fund Name / Account Number</b>	<b>Amount of Expenditure</b>	<b>Budget Amount</b>
Various	N/A	N/A

### **OPTIONS / ALTERNATIVES:**

1. Vote "YES" on the Resolution; thereby, authorizing staff to establish pricing agreements with the above firms as outlined in the Resolution. Approval will help expedite move-in schedules at various facilities.
2. Vote "NO" on the Resolution; thereby, directing staff not to establish pricing agreements with the above firms as outlined in the Resolution. Such action may result in move-in delays at various facilities.
3. Vote "AMEND" on the Resolution; thereby, providing direction to staff on how to proceed with the pricing agreements.

(Continue on additional sheets as required)

**RESOLUTION NO. 08-09-602**

**A RESOLUTION AUTHORIZING APPROVAL OF INDEFINITE QUANTITY, INDEFINITE COST, PRICE AGREEMENTS FOR FURNISHINGS TO CONTRACT ASSOCIATES OF ALBUQUERQUE, NM, BUSINESS ENVIRONMENTS OF ALBUQUERQUE, NM, AND GOVERNMENT & EDUCATIONAL FURNISHINGS, LLC, OF RIO RANCHO, NM, FOR A FIVE (5) YEAR TERM, RENEWABLE ANNUALLY; AND APPROVING THE RANKINGS OF THE SELECTED FIRMS FROM WHICH PROJECT ASSIGNMENTS WILL BE BASED FOR THE NEW CITY HALL, REGIONAL RECREATION AND AQUATIC CENTER, AND CONVENTION CENTER PROJECTS; SUBJECT TO APPROVED BUDGET APPROPRIATIONS.**

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

**WHEREAS**, the City has not previously pursued a standardized approach for the procurement of furnishings; and

**WHEREAS**, existing city furnishings vary substantially in quality, ergonomics, fit and finish, and/or may be otherwise unsuitable for commercial environments; and

**WHEREAS**, City Council has asked staff to consider sustainable or "green" approaches to various projects; and

**WHEREAS**, with several new projects underway, the City has an opportunity to address the issues noted above; and

**WHEREAS**, staff developed a Request for Proposal for the purpose of establishing price agreements to simplify procurement and to begin the process of standardization; and

**WHEREAS**, seven proposals were received and reviewed by the Selection Advisory Committee (SAC); and

**WHEREAS**, it is intended to award a pricing agreement to each of the three highest ranked firms.

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

**(I)**

**THAT** indefinite cost, indefinite quantity, price agreements for furnishings are hereby awarded to Contract Associates of Albuquerque, NM, Business Environments of Albuquerque, NM, and Government and Educational Furnishings of Rio Rancho, NM, for a five year term, renewable annually.

(II)

THAT project assignments such as the New City Hall, Regional Recreation and Aquatic Center, and Convention Center Projects will be based on the final rankings of the proposing firms, and subject to approved budget appropriations.

(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:

VOTE:

\_\_\_\_\_  
City Clerk  
(SEAL)

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

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

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

APPROVED AS TO FORM:

  
\_\_\_\_\_  
City Attorney

**CITY OF LAS CRUCES**

**PURCHASING MANAGER'S REQUEST TO CONTRACT**

**For Meeting of: August 17, 2009**

**Resolution No.: 08-09-602**

**Contract Purchase For  
Indefinite Quantity, Indefinite Cost, Price Agreements for Furnishings**

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

**RFP SOLICITATION INFORMATION:**

- 1. RFP No./ Due Date: **RFP No. 08-09-602/ June 19, 2009**
- 2. Description: **Furnishings**
- 3. Using Department: **Facilities/Project Management**
- 4. Number of Responses: **Seven (7)**
- 5. Award Recommendation To: **Contract Associates of Albuquerque, NM  
Business Environments of Albuquerque, NM  
and Government & Educational Furnishings, LLC, of Rio Rancho, NM**
- 6. Total Award Amount (including any tax and contingency): **Indefinite**
- 7. Contract Duration: **Five (5) 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)
		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 / 7/31/09.  
Date

**CONFIRMATION OF FUND ENCUMBRANCE:**

REQUISITION or PURCHASE ORDER NUMBER:	<b>N/A – Indefinite Cost</b>
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<b>PHASE I - PROPOSAL EVALUATION REPORT</b>					
<b>RFP No. 08-09-602 Facility Furnishings and Related Technical Services</b>		<b>TOTAL POINTS POSSIBLE</b>	<b>Business Environments</b>	<b>Contract Associates, Inc.</b>	<b>Govt. &amp; Educational Furnishings</b>
<b>CRITERIA</b>					
1. Technical Approach to the project		600	420	375	345
2. Qualifications/competence of the project team members		1000	625	600	475
3. Capacity and capability of the firm to perform the City Hall project and do so in a timely manner		1000	650	675	575
4. Management structure and approach to the City Hall project including time-line, task breakdowns and assignments		800	480	540	420
5. 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		400	270	300	230
6. Clarity of the proposal		200	130	125	100
Rating Sheets Raw Scores		4000	2575	2615	2145
Subtract Highest Scorer			410	400	425
Subtract Lowest Scorer			315	320	0
<b>Rating Sheet Net Score</b>			<b>1850</b>	<b>1895</b>	<b>1720</b>
Top Net Score Minus 10%			1705.5	1705.5	1705.5
Qualifies for Interview or Phase II of Evaluation			Yes	Yes	Yes
<b>PHASE I - INTERVIEW EVALUATION RESULTS</b>			<b>1435</b>	<b>1740</b>	<b>1100</b>
<b>PHASE I TOTAL SCORING</b>			<b>3285</b>	<b>3635</b>	<b>2820</b>
TOP PHASE I SCORE			3635	3635	3635
TOP PHASE I SCORE MINUS 10%			3271.5	3271.5	3271.5
<b>PROCEED TO PHASE II EVALUATION</b>			<b>PROCEED</b>	<b>PROCEED</b>	
<b>PHASE II - EVALUATION REPORT</b>					
<b>DEDUCTION FOR PROJECTS IN PROGRESS</b>					
Number of Committee Raters		7	7	7	7
CLC Projects in Progress by Respondent			0	0	0
Deduction at 10 points per project times # of raters			0	0	0
<b>NET SCORE</b>			<b>3285</b>	<b>3635</b>	<b>2820</b>
<b>LOCAL/STATE PREFERENCE</b>			<b>Local ? (Yes or No)</b>	<b>Local ? (Yes or No)</b>	<b>Local ? (Yes or No)</b>
LOCAL? (YES or NO)			No	No	Yes
If "YES", Add (Phase I Total Score X .05)			0	0	141
<b>NET SCORE</b>			<b>3285</b>	<b>3635</b>	<b>2961</b>

<b>PHASE I - INTERVIEW EVALUATION REPORT</b>				
<b>RFP No. 08-09-602 Facility Furnishings and Related Technical Services</b>				
<b>CRITERIA</b>	<b>TOTAL POINTS POSSIBLE</b>	<b>Business Environments</b>	<b>Contract Associates, Inc.</b>	<b>Govt. &amp; Educational Furnishings</b>
1. Technical Approach to the project	600	345	465	240
2. Qualifications/competence of the project team members	1000	600	700	500
3. Capacity and capability of the firm to perform the City Hall project and do so in a timely manner	1000	625	725	450
4. Management structure and approach to the City Hall project including time-line, task breakdowns and assignments	800	460	580	340
<b>Interview Ratings Raw Scores</b>	<b>3400</b>	<b>2030</b>	<b>2470</b>	<b>1530</b>
<b>Subtract Highest Scorer</b>		<b>340</b>	<b>400</b>	<b>260</b>
<b>Subtract Lowest Scorer</b>		<b>255</b>	<b>330</b>	<b>170</b>
<b>Interview Rating Sheet Net Score</b>		<b>1435</b>	<b>1740</b>	<b>1100</b>