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City of Las Cruces[®]
 PEOPLE HELPING PEOPLE

Council Action and Executive Summary

Item # 8 Ordinance/Resolution# 14-15-165

For Meeting of _____
 (Ordinance First Reading Date)

For Meeting of May 18, 2015
 (Adoption Date)

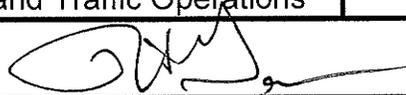
Please check box that applies to this item:

QUASI JUDICIAL LEGISLATIVE ADMINISTRATIVE

TITLE: A RESOLUTION APPROVING THE PURCHASE OF A GRADALL EXCAVATOR FROM SIERRA MACHINERY OF EL PASO, TEXAS THROUGH HOUSTON-GALVESTON AREA COUNCIL (HGAC BUY) CONTRACT NO. EM06-13 IN THE AMOUNT OF \$393,022.00 AND TO RE-ALLOCATE SPENDING AUTHORITY.

PURPOSE(S) OF ACTION:

Purchase award and to re-allocate spending authority.

COUNCIL DISTRICT: ALL		
<u>Drafter/Staff Contact:</u> Willie Roman	<u>Department/Section:</u> Transportation/ Streets and Traffic Operations	<u>Phone:</u> 575-541-2595
<u>City Manager Signature:</u>		

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:

The excavator for the Streets and Traffic Operations Section (STO) is no longer in service due to mechanical failure and is beyond a cost effective repair. The replacement cost for the unit is substantial, therefore sufficient funds had to be identified to complete the replacement. Staff has not been able to adequately address flood control maintenance work without an excavator because some areas are not accessible with the City's existing maintenance equipment.

The new Gradall excavator will allow STO staff to provide an adequate level of service and will increase operational efficiency with the additional capability of an attached mower. Staff will be able to utilize this equipment for flood control and road construction activities.

Fleet Services, on behalf of STO, request an award for the purchase of a Gradall excavator from Sierra Machinery of El Paso, Texas in the amount of \$393,022.00. The award to purchase is contingent on the approval of the attached budget adjustment, which re-allocates spending authority from salary and operating expenditures to a rolling stock capital account.

(Continue on additional sheets as required)

SUPPORT INFORMATION:

1. Resolution.
2. Exhibit "A", Purchasing Manager's Request to Contract.
3. Exhibit "B", Budget Adjustment Request Form
4. Attachment "A", Pricing Proposal, Sierra Machinery of El Paso, Texas.
5. Attachment "B", Acceptance Memorandum from Fleet Administrator.

SOURCE OF FUNDING:

Is this action already budgeted?	Yes	<input type="checkbox"/>	See fund summary below
	No	<input checked="" type="checkbox"/>	If No, then check one below:
	<i>Budget Adjustment Attached</i>	<input checked="" type="checkbox"/>	Expense reallocated from: 2650- VARIOUS (see Exhibit B)
		<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

350,000.00 was made available through FY15 operating expenses under Fund 2650 – Flood Operations due to salary savings and remaining funds. The remaining balance of \$43,022.00 is available under Fund 1200 - Vehicle Acquisition.

FUND EXPENDITURE SUMMARY:

Fund Name(s)	Account Number(s)	Expenditure Proposed	Available Budgeted Funds in Current FY	Remaining Funds	Purpose For Remaining Funds
Flood Operations	26800010-851100	\$350,000.00	\$350,000.00*	\$0.00	N/A
Vehicle Acquisitions	12803160-851100	\$43,022.00	\$94,459.00	\$51,437.00	Vehicle acquisitions

*Upon approved Budget Adjustment.

OPTIONS / ALTERNATIVES:

1. Vote "Yes"; this would approve the purchase of a Gradall excavator from Sierra Machinery of El Paso, Texas.

(Continue on additional sheets as required)

2. Vote "No"; this would reject the proposed purchase of the Gradall excavator leaving the STO without an excavator which would negatively affect maintenance activities.
3. Vote to "Amend"; this would delay the proposed purchase and provide an opportunity to request additional information or re-scope the acquisition.
4. Vote to "Table"; this would delay the proposed purchase of a Gradall excavator which would negatively affect maintenance activities.

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

RESOLUTION NO. 14-15-165

A RESOLUTION APPROVING THE PURCHASE OF A GRADALL EXCAVATOR FROM SIERRA MACHINERY OF EL PASO, TEXAS THROUGH HOUSTON-GALVESTON AREA COUNCIL (HGAC BUY) CONTRACT NO. EM06-13 IN THE AMOUNT OF \$393,022.00 AND TO RE-ALLOCATE SPENDING AUTHORITY.

The City Council is informed that:

WHEREAS, the excavator for the Streets and Traffic Operations Section is no longer in service due to mechanical failure; and

WHEREAS, staff has been unable to adequately address flood control maintenance work without an excavator due to the inaccessibility of certain areas using the City's existing maintenance equipment; and

WHEREAS, funds for this acquisition were made available through FY15 operating expenses under Fund 2650 – Flood Control Operations due to salary savings and remaining funds. The remaining balance to fully award the request to contract from FY15 is available under Fund 1200 - Vehicle Acquisition Fund; and

WHEREAS, the proposed purchase of a new Gradall excavator will provide an adequate level of service and will increase operational efficiency with the additional capability of an attached mower.

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

(I)

THAT the purchase of the Gradall excavator from Sierra Machinery of El Paso, Texas utilizing Houston-Galveston Area Council (HGAC Buy) Contract No. EM06-13, in the amount of \$393,022.00 is hereby approved.

(II)

THAT the Purchasing Manager is authorized to contract with Sierra Machinery as

outline in the signed Exhibit "A", Purchasing Manager's Request to Contract Form, attached hereto and made part of this resolution.

(III)

THAT the budget adjustment is authorized to re-allocate spending authority as outline in the signed Exhibit "B", Budget Adjustment Request Form, attached hereto and made part of this resolution.

(IV)

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)

VOTE:

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

Moved by _____

Seconded by _____

APPROVED AS TO FORM:



City Attorney

CITY OF LAS CRUCES

PURCHASING MANAGER'S REQUEST TO CONTRACT

For Meeting of: May 18, 2015

Resolution No.: 14-15-165

Sole Source Contract Purchase for Gradall Excavator

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

SOLICITATION INFORMATION:

- | | |
|-------------------------------------|---------------------------------|
| 1. Description: | Gradall Excavator |
| 2. Using Department: | Transportation |
| 3. Current Award Recommendation To: | Sierra Machinery of El Paso, TX |
| 4. Total Award Amount: | \$393,022.00 |
| 5. Contract Duration: | N/A |

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 24-95**.

<i>Deb Smith</i>	<i>5/11/15</i>
Purchasing Manager	Date

CONFIRMATION OF FUND ENCUMBRANCE:

REQUISITION OR PURCHASE ORDER NUMBER:	15102879
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BUDGET ADJUSTMENT REQUEST

<u>Department and Section</u> Transportation/Street & Traffic Operations	90 <u>Permanent or Temporary</u> Temporary	<u>Council/Board Action Required?</u>	(Yes or No)	Yes
		<u>Council/Board Resolution No.</u>	14-15-165	

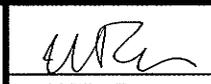
Reason for Request

Street & Traffic Operations (STO) is requesting to move budget from Flood Control's operating expenses to purchase capital equipment. The capital equipment to be purchased is a Gradall Excavator since their current excavator is no longer operable. The total estimated cost is approximately \$350,000 which includes a mower attachment. The available funds from Flood Control salary savings in FY15 total \$137,000.

The remaining funds of \$213,000 will come from Purchased Services-currently set aside by Public Works for storm water mapping of the City's system.

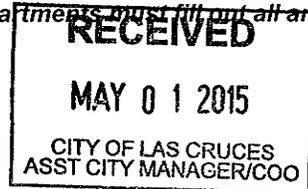
Gabriel Sapien	541-2198	FY2015	04/29/15
<u>Prepared by</u>	<u>Phone No.</u>	<u>FY to be Adjusted</u>	<u>Date</u>

Fund	Org	Object	Project	Object Name	Increase \$	Decrease \$
2650	26323030	610101		Administration		18,000
2650	26323030	610102		Classified		62,000
2650	26323030	610108		Standby Pay		800
2650	26323030	610117		Cell Phone Stipend		200
2650	26323030	610210		Scheduled Overtime		4,500
2650	26323030	620100		PERA		9,900
2650	26323030	620210		FICA Social Security		6,500
2650	26323030	620220		FICA Medicare		1,500
2650	26323030	620405		Insurance Administration Fee		2,500
2650	26323030	620406		Retirement Health Care Insurance		1,400
2650	26323030	620410		Health Insurance		28,000
2650	26323030	60420		Life and Disability Insurance		200
2650	26323030	620440		Dental Insurance		1,500
2650	26226070	722190		Purchased Services		213,000
2650	26800010	851100		Rolling Stock	350,000	
Totals					\$350,000	\$350,000

<i>By signing, I verify balances and accounts are available in MUNIS.</i>			<i>For use by Administration and Office of Mgmt. & Budget</i>		
Administrator/Manager:		9/1/15	ACM / CAO		5-15/15
Printed Name:	Willie Roman	Date		Mark A. Winson	Date
Director:		5-1-15	ACM / COO		5/1/15
Printed Name:	David Maestas	Date		Brian S. Denmark	Date
<i>For use by Office of Mgmt. & Budget</i>			City Manager:	Robert L. Garza	Date
Budget Adjustment Number	Posted By	Date	Budget & Research Administrator		

Revised 12/09/13

Departments must fill out all areas in blue.





YEAR-TO-DATE BUDGET REPORT

FOR 2015 13

ORIGINAL APPROP TRANSFRS/ADJSTMTS REVISED BUDGET YTD EXPENDED ENCUMBRANCES AVAILABLE BUDGET PCT USED

5983 STREET DRAINAGE MAINT

26323030 STREET DRAINAGE MAINTENANCE

26323030	610101	ADMINISTRATION	73,443	1,026	74,469	41,581.88	.00	32,887.12	55.8%
26323030	610102	CLASSIFIED	374,667	15,688	390,355	260,704.26	.00	129,650.74	66.8%
26323030	610108	STANDBY PAY	2,021	0	2,021	950.00	.00	1,071.00	47.0%
26323030	610112	CLOTHING ALLOWANCE	1,170	0	1,170	1,220.00	.00	-50.00	104.3%**
26323030	610117	CELL PHONE STIPEND	500	0	500	242.34	.00	257.66	48.5%
26323030	610210	SCHEDULED OVERTIME	8,344	0	8,344	2,995.50	.00	5,348.50	35.9%
26323030	620100	PERA	56,576	0	56,576	37,519.07	.00	19,056.93	66.3%
26323030	620220	FICA SOCIAL SECURI	28,432	0	28,432	17,455.07	.00	10,977.00	61.4%
26323030	620220	FICA MEDICARE	6,655	0	6,655	4,082.22	.00	2,572.78	61.3%
26323030	620230	WORKERS COMPENSATI	140	0	140	96.69	.00	43.31	69.1%
26323030	620405	INSURANCE ADMININS	3,610	0	3,610	1,076.55	.00	2,533.45	29.8%
26323030	620406	RETIREMENT HEALTH	8,970	0	8,970	5,991.61	.00	2,978.39	66.8%
26323030	620410	HEALTH INS	72,095	0	72,095	34,880.79	.00	37,214.21	48.4%
26323030	620420	LIFE AND DISABILIT	1,015	0	1,015	578.07	.00	436.93	57.0%
26323030	620440	DENTAL INS	5,020	0	5,020	2,737.58	.00	2,282.42	54.5%
26323030	721130	MOTOR POOL REPAIR	30,150	0	30,150	61,414.91	.00	-31,264.91	203.7%**
26323030	721132	MOTOR POOL FUEL &	15,000	0	15,000	23,719.66	.00	-8,719.66	158.1%**
26323030	721410	GENERAL STREET REP	96,319	-10,000	86,319	79,223.10	.00	7,095.90	91.8%
26323030	722190	PURCHASED SERVICES	65,482	0	65,482	5,102.34	9,916.74	50,462.92	22.9%
26323030	726150	GENERAL UTILITY SE	5,000	0	5,000	3,482.30	.00	5,000.00	0%
26323030	730110	SUPPLIES GENERAL	0	10,000	10,000	9,991.80	3.40	6,517.70	34.8%
26323030	730800	CHEMICAL SUPPLIES	10,000	0	10,000	9,991.80	3.40	4.80	100.0%
TOTAL STREET DRAINAGE MAINT			864,609	16,714	881,323	595,045.67	9,920.14	276,357.19	68.6%
TOTAL EXPENSES			864,609	16,714	881,323	595,045.67	9,920.14	276,357.19	
GRAND TOTAL			864,609	16,714	881,323	595,045.67	9,920.14	276,357.19	68.6%

** END OF REPORT - Generated by Barbara DeLeon **

YEAR-TO-DATE BUDGET REPORT

FOR 2015 13

	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
6000 PUBLIC WORKS A&G							
26226070 PUBLIC WORKS A&G							
26226070 721410 GENERAL STREET REP	261,310	-211,310	50,000	50,000.00	.00	.00	100.0%
26226070 722190 PURCHASED SERVICES	312,444	112,514	424,958	52,689.15	238,933.83	238,933.83	43.8%
26226070 722250 ADMIN CHG FOR PROP	38,690	0	38,690	27,438.11	11,251.89	11,251.89	70.9%
TOTAL PUBLIC WORKS A&G	612,444	-98,796	513,648	130,127.26	133,335.02	250,185.72	51.3%
TOTAL EXPENSES	612,444	-98,796	513,648	130,127.26	133,335.02	250,185.72	
GRAND TOTAL	612,444	-98,796	513,648	130,127.26	133,335.02	250,185.72	51.3%

** END OF REPORT - Generated by Barbara DeLeon **

HGACBuy		CONTRACT PRICING WORKSHEET For Catalog & Price Sheet Type Purchases		Contract No.:	EM06-13	Date Prepared:	3/20/2015	
This Worksheet is prepared by Contractor and given to End User. If a PO is issued, both documents <u>MUST</u> be faxed to H-GAC @ 713-993-4548. Therefore please type or print legibly.								
Buying Agency:	City of Las Cruces			Contractor:	Sierra Machinery			
Contact Person:	Mr. Ernesto Fragoso			Prepared By:	Charlie Ward			
Phone:	575-541-2696			Phone:	915-772-0613			
Fax:	575-541-2526			Fax:	915-539-7225			
Email:	efragoso@las-cruces.org			Email:	cward@sierraelpaso.com			
Catalog / Price Sheet Name:	15B Gradall Wheeled Excavator model XL4100 IV 6x4							
General Description of Product:	HIGHWAY WHEELED HYDRAULIC EXCAVATOR							
A. Catalog / Price Sheet Items being purchased - Itemize Below - Attach Additional Sheet If Necessary								
Quan	Description	Unit Pr	Total					
1	XL4100 IV 6x4 base unit:	342720	342720					
1	#80365084 Front Window Guard (hinged) upper Cab.....upper structure	3340.8	3340.8					
1	#80705003 Aux. Hydraulics w/Aux. Hyd. Plumbing- Motor spool.....upper structure	2841.6	2841.6					
1	#80735010 Low Pressure Aux. Return to Tank.....upper structure	412	412					
1	#8076-5021 Foot pedal aux..Hydraulic control.....upper structure	604.8	604.8					
2	#8046-5069 Strobe light.....upper & lower Structure	692	1384					
1	#80789049 Air Conditioning Installation-Chassis	2214	2214					
	Attachments		0					
1	#80655029.... 6' Boom Extensionwith #80655034 ...6' boom hosing for hyd. Attachments	11136	11136					
1	#80755019 Alamo 60" Rotary Mower/1-exit door	9148.8	9148.8					
1	#80656006 Bucket -Ditching 66" w/B.O.C.E.	5126.4	5126.4					
			0					
			Total From Other Sheets, If Any:					
			Subtotal A:	378928.4				
B. Unpublished Options, Accessory or Service items - Itemize Below - Attach Additional Sheet If Necessary (Note: Unpublished Items are any which were not submitted and priced in contractor's bid.)								
Quan	Description	Unit Pr	Total					
			0					
	Note : Standard Warranty one year 1500 hrs full machine		0					
	Engine & transmission is two years unlimited hours DD Mercedes / Allison		0					
			0					
			Total From Other Sheets, If Any:					
			Subtotal B:	0				
Check: Total cost of Unpublished Options (B) cannot exceed 25% of the total of the Base Unit Price plus Published Options (A+B).				For this transaction the percentage is:		0%		
C. Trade-Ins / Special Discounts / Other Allowances / Freight / Installation / Miscellaneous Charges								
Freight Charges Factory to Las Cruces, New Mexico			8900					
Pre-Delivery Inspection & Make Ready, Fuel and on Site Training								
			Subtotal C: 8900					
Delivery Date:			45-60 days		D. Total Purchase Price (A+B+C):			387828.4



INTER-DEPARTMENTAL MEMORANDUM

TO: Willie Roman, Streets and Traffic Operations Administrator
FROM: Leeann DeMouche, Interim Fleet Administrator *LD*
DATE: April 30, 2015
SUBJECT: Acceptance Memorandum for Gradall Excavator.

Fleet Services recommends the replacement of the Gradall Excavator Inventory No. 17943 utilized by Streets and Traffic Operations.

The purchase of this unit meets and exceeds the eligibility replacement criteria as set forth by Fleet Services. The purchase of this unit was delayed due to the lack of funding. Now that funding has been identified, Fleet Services recommends adding this equipment to the replacement list for FY15.

cc: David Maestas, P.E., Interim Transportation Director. *DM*