

City of Las Cruces®

PEOPLE HELPING PEOPLE

Council Action and Executive Summary

Item # 12

Ordinance/Resolution#14-15-137

For Meeting of _____
(Ordinance First Reading Date)

For Meeting of July 6, 2015
(Adoption Date)

Please check box that applies to this item:

QUASI JUDICIAL

LEGISLATIVE

ADMINISTRATIVE

TITLE: A RESOLUTION AWARDING AN INDEFINITE QUANTITY AND INDEFINITE COST PRICE AGREEMENT FOR CITY-WIDE MOBILE VEHICLE WASH SERVICE TO I & E LANDSCAPING AND PRESSURE WASHING OF LAS CRUCES, NEW MEXICO AND TO FLEETWASH, INC. OF EL PASO, TEXAS FOR FIVE (5) YEARS SUBJECT TO APPROVED BUDGET APPROPRIATIONS AND ANNUAL RENEWALS.

PURPOSE(S) OF ACTION:

Approve agreement.

| | | |
|--|--|---------------------------|
| COUNCIL DISTRICT: N/A | | |
| Drafter/Staff Contact: Leeann DeMouche | Department/Section: Fleet Services/Transportation | Phone: 541-2596 |
| City Manager Signature: <i>[Signature]</i> | | |

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:

The purpose of this price agreement is to provide the most efficient method of procurement for the cleaning of City fleet vehicles at the most economical cost. The intent of this service is to ensure that all City fleet vehicles are clean, inside and out, when placed into service every day. Additionally, RoadRUNNER Transit is committed to providing customers and bus drivers with buses that are not only clean and safe to use, but remain attractive and inviting for many years of service.

On March 13, 2015, the City of Las Cruces advertised an Invitation to Bid No. 14-15-137 for City-wide Mobile Vehicle Wash Service. The Invitation to Bid closed on April 3, 2015 at 2:30PM. At the time of closing, three (3) bids were received for the City-wide Mobile Vehicle Wash Service.

Fleet Services reviewed the bids and recommends that City Council award the City-wide Mobile Vehicle Wash Service agreement to I & E Landscaping and Pressure Washing of Las Cruces, New Mexico for the procurement of hand washing of light and medium duty vehicles and on-site washes for heavy equipment and Transit buses and to Fleetwash, Inc. of El Paso, Texas for the procurement of on-site washes for heavy equipment. The City-wide Mobile Vehicle Wash Service

agreement will be 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", Bid Tabulation.

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: |
| | | <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 checked="" type="checkbox"/> | Funds will be deposited into this fund: <u>6150</u> in the amount of <u>\$75,000</u> for <u>FY16</u> . |
| | No | <input type="checkbox"/> | There is no new revenue generated by this action. |

BUDGET NARRATIVE

| |
|-----|
| N/A |
|-----|

FUND EXPENDITURE SUMMARY:

| Fund Name(s) | Account Number(s) | Expenditure Proposed | Available Budgeted Funds in Current FY | Remaining Funds | Purpose for Remaining Funds |
|--------------------|-----------------------|----------------------|--|-----------------|---|
| Transit Operations | 59323020-721160-24115 | \$7,647.00 | \$7,647.00 | \$0.00 | N/A |
| | 59323020-721160-24116 | \$14,124.00 | \$14,124.00 | \$0.00 | |
| | 59323030-721160-24115 | \$8,498.00 | \$8,498.00 | \$0.00 | |
| | 59323030-721160-24116 | \$5,328.00 | \$5,328.00 | \$0.00 | |
| Transit Grants | 59323120-721160-24115 | \$21,518.00 | \$21,518.00 | \$0.00 | N/A |
| | 59323120-721160-24116 | \$21,518.00 | \$21,518.00 | \$0.00 | |
| | 59323130-721160-24115 | \$2,119.00 | \$2,119.00 | \$0.00 | |
| | 59323130-721160-24116 | \$8,498.00 | \$8,498.00 | \$0.00 | |
| Fleet Services | 61323010-722199 | \$50,000.00 | \$603,036.00 | \$553,036.00 | Additional outsourcing related to vehicle/equipment maintenance |

OPTIONS / ALTERNATIVES:

1. Vote "Yes"; this will award an indefinite cost, indefinite quantity price agreement for City-wide Mobile Vehicle Wash Service with I & E Landscaping and Pressure Washing of Las Cruces, New Mexico and Fleetwash, Inc. of El Paso, Texas, subject to approved budget appropriations.
2. Vote "No"; this will require staff to seek alternative sources and procurement methods to establish a price agreement for City-wide Mobile Vehicle Wash Service.
3. Vote "Amend"; this will modify the resolution to reflect the recommendation of the City Council.
4. Vote "Table"; this will delay procurement of city-wide mobile vehicle wash services which will negatively affect the ability to ensure that all City fleet vehicles are clean, inside and out, resulting in not being able to provide customers and bus drivers with vehicles that are not only clean and safe to use, but remain attractive and inviting.

(Continue on additional sheets as required)

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. 14-15-137

A RESOLUTION AWARDING AN INDEFINITE QUANTITY AND INDEFINITE COST PRICE AGREEMENT FOR CITY-WIDE MOBILE VEHICLE WASH SERVICE TO I & E LANDSCAPING AND PRESSURE WASHING OF LAS CRUCES, NEW MEXICO AND TO FLEETWASH, INC. OF EL PASO, TEXAS FOR FIVE (5) YEARS SUBJECT TO APPROVED BUDGET APPROPRIATIONS AND ANNUAL RENEWALS.

The City Council is informed that:

WHEREAS, Fleet Services (Fleet), on behalf of the City of Las Cruces, requests to award the City-wide Mobile Vehicle Wash Service agreement; and

WHEREAS, Bid No. 14-15-137 remains effective and compliant with published specifications; and

WHEREAS, three (3) bids were received for the City-wide Mobile Vehicle Wash Service; and

WHEREAS, Fleet reviewed the bids; the low, responsible, responsive carwash bids were from I & E Landscape and Pressure Washing of Las Cruces, New Mexico and Fleetwash, Inc. of El Paso, Texas; and

WHEREAS, Fleet recommends that the City-wide Mobile Vehicle Wash Service agreement be awarded to I & E Landscape and Pressure Washing for hand washing of light and medium duty vehicles, on-site washes for heavy equipment, and on-site washes for Transit vehicles, and to Fleetwash, Inc. for on-site washes for heavy equipment in an indefinite quantity, indefinite cost price agreement for a term not to exceed five (5) years, subject to approved budget appropriations and annual renewals.

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

(I)

THAT an indefinite quantity, indefinite cost price agreement for a term not to

exceed five (5) years, subject to approved budget appropriations and annual renewal for City-wide Mobile Vehicle Wash Service be awarded to I & E Landscape and Pressure Washing of Las Cruces, New Mexico.

(II)

THAT an indefinite quantity, indefinite cost price agreement for a term not to exceed five (5) years, subject to approved budget appropriations and annual renewal for City-wide Mobile Vehicle Wash Service be awarded to Fleetwash, Inc. of El Paso, Texas.

(III)

THAT the Purchasing Manager is authorized to contract with I & E Landscape and Pressure Washing of Las Cruces, New Mexico and Fleetwash, Inc. of El Paso, Texas as outlined in the signed Exhibit "A", Purchasing Manager's Request to Contract Form.

(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:

W. R. Babington
City Attorney

¹³⁵
CITY OF LAS CRUCES

PURCHASING MANAGER'S REQUEST TO CONTRACT

For Meeting of: July 6, 2015

Resolution No.: 14-15-137

Contract Purchase For
City-wide Mobile Vehicle Wash Service

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

RFP SOLICITATION INFORMATION:

- 1. RFP No. / Due Date: RFP No. 14-15-137 / April 3, 2015
- 2. Description: City-wide Mobile Vehicle Wash Service
- 3. Using Department: Transportation
- 4. Number of Reponses Solicited: Fifteen (15)
- 5. Number of Responses Accepted: Two (2)
- 6. Award Recommendation To: Fleetwash, Inc. of El Paso, TX and
I&E Landscaping and Pressure Washing of Las Cruces, NM
- 7. Total Award Amount: Indefinite cost / quantity
- 8. Contract Duration: Four (4) years subject to annual renewals and budget
appropriations

LOCAL PREFERENCE FACTOR

| | | | |
|--|-----|---|--|
| Local Preference Factor Applied Per LCMC §24-100 | No | X | LCMC §24-100 not applicable to this solicitation |
| | Yes | | 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.**

Deb Smith 10/18/15
Purchasing Manager Date

CONFIRMATION OF FUND ENCUMBRANCE:

| | |
|---------------------------------------|-----|
| REQUISITION or PURCHASE ORDER NUMBER: | TBD |
|---------------------------------------|-----|



PO Box 20000
Las Cruces, NM 88004

May 20, 2015

RE: RFP No. 14-15-137
City-wide Mobile Vehicle Wash Service

Dear Sir/Madame:

Three responses to the above-referenced RFP solicitation were received and evaluated by the City's selection committee based upon the RFP criteria. The committee's evaluation resulted in I & E Landscaping and Pressure Washing, and Fleetwash, Inc., as the highest-ranked respondents per the enclosed summary rating sheet.

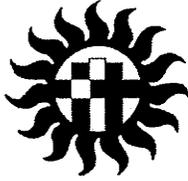
Negotiation with the above firms is intended to establish contract terms/conditions acceptable to the parties. Should negotiations fail to establish such terms/conditions, negotiation will terminate and commence with the next ranked firm. This process will continue until a contract satisfactory to the parties is established.

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,

Deb Smith
Purchasing Manager
Phone: (575) 541-2527
Fax: (575) 541-2515
Email: dsmith@las-cruces.org

| PROPOSAL EVALUATION REPORT | | | | |
|---|--------------------------------------|--|----------------------------|---|
| TITLE: CITY-WIDE MOBILE VEHICLE WASH SERVICE RFP NO.: 14-15-137 | TOTAL POINTS POSSIBLE | POINTS DISTRIBUTION | | |
| CRITERIA | | Elite Wash & Detail | Fleetwash, Inc. | I & E Landscaping and Pressure Washing |
| 1. Cost proposal | 750 | 210 | 480 | 660 |
| 2. Technical approach of proposal | 1125 | 540 | 720 | 765 |
| 3. Performance on Sample Wash | 250 | 150 | 190 | 170 |
| 4. Performance on previous cleaning contracts (quality of work, ability to meet contractual requirements, and responsiveness to client) | 250 | 130 | 150 | 160 |
| 5. Clarity of proposal | 125 | 70 | 75 | 100 |
| RATING SHEET RAW SCORES | 2500 | 1100 | 1615 | 1855 |



City of Las Cruces®

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15

COUNCIL ACTION AND EXECUTIVE SUMMARY PACKET ROUTING SLIP

For Meeting of _____
 (Ordinance First Reading Date)

For Meeting of July 6, 2015
 (Adoption Date)

TITLE: A RESOLUTION AWARDING AN INDEFINITE QUANTITY AND INDEFINITE COST PRICE AGREEMENT FOR CITY-WIDE MOBILE VEHICLE WASH SERVICE TO I & E LANDSCAPING AND PRESSURE WASHING OF LAS CRUCES, NEW MEXICO AND TO FLEETWASH, INC. OF EL PASO, TEXAS FOR FIVE (5) YEARS SUBJECT TO APPROVED BUDGET APPROPRIATIONS AND ANNUAL RENEWALS.

Purchasing Manager's Request to Contract (PMRC) {Required?} Yes No

| DEPARTMENT | SIGNATURE | PHONE NO. | DATE |
|-----------------------------|-------------------------------------|-----------|----------|
| Drafter/Staff Contact | <i>Leann DeMonche</i> | Ext. 2596 | 06/17/15 |
| Department Director | <i>Dail Maestri</i> | Ext. 2559 | 6-18-15 |
| Management & Budget Manager | <i>[Signature]</i> | Ext. 2106 | 6-18-15 |
| Assistant City Manager /CAO | <i>[Signature]</i> | Ext. 2078 | 6/18/15 |
| Assistant City Manager/COO | <i>[Signature] for Davila</i> | Ext. 2271 | 6/24/15 |
| City Attorney | <i>H Connolly for WR Bateman Jr</i> | Ext. 2128 | 6/25/15 |
| City Clerk - Interim | <i>[Signature]</i> | Ext. 2115 | 6/26/15 |