



# City of Las Cruces<sup>®</sup>

PEOPLE HELPING PEOPLE

## Council Action and Executive Summary

Item # 6Ordinance/Resolution# 15-16-092For Meeting of \_\_\_\_\_  
(Ordinance First Reading Date)For Meeting of June 20, 2016  
(Adoption Date)

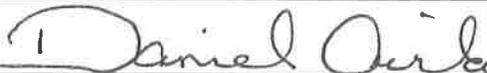
Please check box that applies to this item:

 QUASI JUDICIAL LEGISLATIVE ADMINISTRATIVE

**TITLE:** A RESOLUTION APPROVING AN INDEFINITE QUANTITY, INDEFINITE COST PRICE AGREEMENT FOR THE PURCHASE OF OFFICE FURNISHINGS AND RELATED SERVICES AND WORKPLACE SOLUTIONS FOR CITY OF LAS CRUCES (CITY) DEPARTMENTS THROUGH FACILITIES CONNECTION, EL PASO, TEXAS, HAWORTH PREFERRED DEALER, VIA EXISTING CONTRACT NO. 4400003402 BETWEEN U.S. COMMUNITIES, GOVERNMENT PURCHASING ALLIANCE, AND HAWORTH, INC., AND THROUGH CONTRACT ASSOCIATES, ALBUQUERQUE, NEW MEXICO, HAWORTH DEALER, VIA EXISTING CONTRACT NO. 40-000-14-00048 BETWEEN THE STATE OF NEW MEXICO AND HAWORTH, INC. FOR A TERM OF FOUR (4) YEARS, SUBJECT TO APPROVED BUDGET APPROPRIATIONS AND ANNUAL RENEWAL.

### PURPOSE(S) OF ACTION:

Approve purchase contract.

<b>COUNCIL DISTRICT:</b> N/A		
<b>Drafter/Staff Contact:</b> Eric Martin	<b>Department/Section:</b> Public Works/Facilities Management	<b>Phone:</b> 541-2502
<b>City Manager Signature:</b>		

### BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:

In 2009, the City established a standardized approach for the procurement of office furnishings at various facilities to minimize costs and ensure that furniture and related items have a uniform style and quality. In addition, City staff requires that furnishings meet ergonomic requirements and are suitable for commercial use. As the City promotes and engages in sustainable practices, furnishings and workplace solutions that meet these objectives are highly recommended. Utilizing an existing contract purchase agreement ensures that procurement of office furnishings meet these requirements and standards while allowing for a more efficient procurement process. The City's average annual expenditure for furnishings is approximately \$130,000.00.

City staff recommends utilizing existing Contract No. 4400003402 between U.S. Communities and Haworth, Inc. to procure office furniture and related services and workforce solutions from

Facilities Connection of El Paso, Texas; and utilizing Contract No. 40-000-14-00048 between the State of New Mexico and Haworth, Inc. to procure office furniture and related services and workplace solutions from Contract Associates of Albuquerque, New Mexico. This will allow City departments to procure furnishings via an established price agreement while realizing savings in administrative costs, resources, and time. Individual department request(s) to purchase office furniture and related services and solutions will be dependent on and limited to available departmental budgets.

**SUPPORT INFORMATION:**

1. Resolution.
2. Exhibit "A", Purchasing Manager's Request to Contract.
3. Exhibit "B", Purchasing Manager's Request to Contract.

**SOURCE OF FUNDING:**

<b>Is this action already budgeted?</b>	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.
<b>Does this action create any revenue?</b>	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**

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
Various	Various	Various	Various	Various	Various

**OPTIONS / ALTERNATIVES:**

1. Vote "Yes"; this will approve an indefinite cost, indefinite quantity purchase of office furniture and related services and workforce solutions for City departments via Contract No. 4400003402 and Contract No. 40-000-14-00048.

2. Vote "No"; this will require City staff to seek alternative sources and procurement methods to establish a price agreement for office furniture and related services and workforce solutions.
3. Vote to "Amend"; this could delay departments ability to procure office furniture and related services and workforce solutions.
4. Vote to "Table"; this could delay departments ability to procure office furniture and related services and workforce solutions.

**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



# City of Las Cruces®

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6

## COUNCIL ACTION AND EXECUTIVE SUMMARY PACKET ROUTING SLIP

For Meeting of \_\_\_\_\_  
(Ordinance First Reading Date)

For Meeting of June 20, 2016  
(Adoption Date)

**TITLE:**

A RESOLUTION APPROVING AN INDEFINITE QUANTITY, INDEFINITE COST PRICE AGREEMENT FOR THE PURCHASE OF OFFICE FURNISHINGS AND RELATED SERVICES AND WORKPLACE SOLUTIONS FOR CITY OF LAS CRUCES (CITY) DEPARTMENTS THROUGH FACILITIES CONNECTION, EL PASO, TEXAS, HAWORTH PREFERRED DEALER, VIA EXISTING CONTRACT NO. 4400003402 BETWEEN U.S. COMMUNITIES, GOVERNMENT PURCHASING ALLIANCE, AND HAWORTH, INC., AND THROUGH CONTRACT ASSOCIATES, ALBUQUERQUE, NEW MEXICO, HAWORTH DEALER, VIA EXISTING CONTRACT NO. 40-000-14-00048 BETWEEN THE STATE OF NEW MEXICO AND HAWORTH, INC. FOR A TERM OF FOUR (4) YEARS, SUBJECT TO APPROVED BUDGET APPROPRIATIONS AND ANNUAL RENEWAL.

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

DEPARTMENT	SIGNATURE	PHONE NO.	DATE
Drafter/Staff Contact		x2616	5/20/16
Department Director		x3136	5/20/16
Other			
Assistant City Manager /CAO Management & Budget Manager		541-2078 541-2107	5-27-2016 5-25-2016
Assistant City Manager/COO		541-2271	6-1-16
City Attorney		EXT 2128	2 JUNE 2016
Deputy City Clerk	Christine Rivera	2118	6-2-16

**RESOLUTION NO. 15-16-092**

**A RESOLUTION APPROVING AN INDEFINITE QUANTITY, INDEFINITE COST PRICE AGREEMENT FOR THE PURCHASE OF OFFICE FURNISHINGS AND RELATED SERVICES AND WORKPLACE SOLUTIONS FOR CITY OF LAS CRUCES (CITY) DEPARTMENTS THROUGH FACILITIES CONNECTION, EL PASO, TEXAS, HAWORTH PREFERRED DEALER, VIA EXISTING CONTRACT NO. 4400003402 BETWEEN U.S. COMMUNITIES, GOVERNMENT PURCHASING ALLIANCE, AND HAWORTH, INC., AND THROUGH CONTRACT ASSOCIATES, ALBUQUERQUE, NEW MEXICO, HAWORTH DEALER, VIA EXISTING CONTRACT NO. 40-000-14-00048 BETWEEN THE STATE OF NEW MEXICO AND HAWORTH, INC. FOR A TERM OF FOUR (4) YEARS, SUBJECT TO APPROVED BUDGET APPROPRIATIONS AND ANNUAL RENEWAL.**

The City Council is informed that:

**WHEREAS**, the City in 2009 established a standardized approach to procuring office furnishings for City facilities to minimize costs and ensure furniture and related items have a uniform style and quality, meet ergonomic requirements and are suitable for commercial use; and

**WHEREAS**, City staff recommends that furnishings and workplace solutions meet sustainability objectives and align with the City's commitment to promote and engage in sustainable practices; and

**WHEREAS**, the City's average annual expenditure for furnishings and related services is approximately \$130,000.00; and

**WHEREAS**, to facilitate the purchase of office furniture and related services, City staff recommends utilizing existing Contract No. 4400003402 between U.S. Communities and Haworth, Inc. to purchase from Facilities Connection of El Paso, Texas; and Contract No. 40-000-14-00048 between the State of New Mexico and Haworth, Inc. to purchase from Contract Associates of Albuquerque, New Mexico.

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

Cruces:

**(I)**

**THAT** City Council approves an indefinite cost, indefinite quantity existing contract purchase agreement for office furniture and related services and workplace solutions with Facilities Connection of El Paso, Texas, via existing Contract No. 4400003402 between U.S. Communities and Haworth, Inc.; and with Contract Associates of Albuquerque, New Mexico, via existing Contract No. 40-000-14-00048 between the State of New Mexico and Haworth, Inc.

**(II)**

**THAT** the Purchasing Manager is hereby authorized to contract with Facilities Connection of El Paso, Texas as outlined in the signed Exhibit "A", Purchasing Manager's Request to Contract Form, attached hereto and made part of this Resolution.

**(III)**

**THAT** the Purchasing Manager is hereby authorized to contract with Contract Associates of Albuquerque, New Mexico as outlined in the signed Exhibit "B", Purchasing Manager's Request to Contract 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:

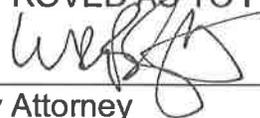
\_\_\_\_\_  
City Clerk

(SEAL)

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

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

APPROVED AS TO FORM:

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

VOTE:

Mayor Miyagishima: \_\_\_\_\_

Councillor Gandara: \_\_\_\_\_

Councillor Smith: \_\_\_\_\_

Councillor Pedroza: \_\_\_\_\_

Councillor Eakman: \_\_\_\_\_

Councillor Sorg: \_\_\_\_\_

Councillor Levatino: \_\_\_\_\_



**CITY OF LAS CRUCES**

**PURCHASING MANAGER'S REQUEST TO CONTRACT**

For Meeting of: June 20, 2016

Resolution No.: 15-16-092

**Existing Contract Purchase For  
Office Furniture and Related Services and Solutions for City Departments**

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

**RFP/BID SOLICITATION INFORMATION:**

- 1. Existing Contract Issuer **U.S. Communities**
- 2. Contract Number: **4400003402**
- 3. Contract Expiration Date: **December 31, 2020**
- 4. Description: **Office Furnishings and Related Services and Solutions for  
City Departments**
- 5. Using Department: **Public Works / Facilities Management**
- 6. Current Award Recommendation To: **Facilities Connection of El Paso, TX**
- 7. Award Amount (includes any tax and contingency): **Indefinite Cost/Quantity**

**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 24-316**.

*Deb Smith*      *11-14-16*  
Purchasing Manager      Date

**CONFIRMATION OF FUND ENCUMBRANCE:**

REQUISITION OR PURCHASE ORDER NUMBER:	<b>TBD</b>
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