



City of Las Cruces®

PEOPLE HELPING PEOPLE

Council Action and Executive Summary

Item # 15Ordinance/Resolution# 16-17-018AFor Meeting of _____
(Ordinance First Reading Date)For Meeting of October 3, 2016
(Adoption Date)

Please check box that applies to this item:

 QUASI JUDICIAL LEGISLATIVE ADMINISTRATIVE

TITLE: A RESOLUTION AUTHORIZING AN INDEFINITE QUANTITY AND INDEFINITE COST PRICE AGREEMENT FOR PARTS AND LABOR SERVICE AGREEMENT WITH JACK KEY CHRYSLER JEEP OF LAS CRUCES, NM AND USD, INC. OF EL PASO, TX FOR A PERIOD UP TO THREE YEARS SUBJECT TO ANNUAL RENEWAL AND APPROVED BUDGET APPROPRIATIONS.

PURPOSE(S) OF ACTION:

Award price agreement.

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

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:

The Fleet Services Section (Fleet) of the Transportation Department currently purchases parts and repair services from Jack Key Chrysler Jeep of Las Cruces, NM and USD, Inc. of El Paso, TX for repairs to City of Las Cruces (City) fleet vehicles. On August 5, 2016, the City advertised Invitation to Bid No. 16-17-018A – Chrysler Dodge Products Parts and Labor. The Invitation to Bid closed on August 24, 2016 at 2:00 p.m. with two bids being received.

Fleet reviewed the bids and recommends that City Council award the price agreement to Jack Key Chrysler Jeep of Las Cruces, NM and USD, Inc. of El Paso, TX for Chrysler Dodge products, parts, and labor. Fleet anticipates the total expenditure to be beyond the \$75,000.00 threshold and therefore requires City Council approval. As such, staff is requesting approval from City Council to enter into an indefinite quantity and indefinite cost price agreement for Chrysler Dodge products, parts, and labor with Jack Key Chrysler Jeep of Las Cruces, NM and USD, Inc. of El Paso, TX on an as-needed basis, for a period up to three years, subject to annual renewal and approved budget appropriations.

(Continue on additional sheets as required)

SUPPORT INFORMATION:

1. Resolution.
2. Exhibit "A", Purchasing Manager Request to Contract Form.

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 checked="" type="checkbox"/>	Funds will be deposited into this fund: <u>6150</u> in the amount of <u>\$75,000.00</u> for FY <u>17</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
Fleet Services	65120000-751000	\$50,000.00	Various	Various	City Fleet maintenance repairs.
Fleet Services	65120000-721090	\$50,000.00	Various	Various	City Fleet maintenance repairs.

OPTIONS / ALTERNATIVES:

1. Vote "Yes"; this action will authorize an indefinite quantity and indefinite cost price agreement for Chrysler Dodge products, parts, and labor for repairs to City fleet vehicles with Jack Key Chrysler Jeep of Las Cruces, NM and USD, Inc. of El Paso, TX on an as-needed basis, for a period of up to three years, subject to annual renewal and approved budget appropriations.

(Continue on additional sheets as required)

2. Vote "No"; this action will not authorize the agreement. The City's budget will be negatively affected as the cost for parts to repair City fleet vehicles would increase as procurements would have to be made with other vendors whose costs are higher.
3. Vote "Amend"; this action could modify the resolution to reflect City Council's request.
4. Vote "Table"; this action could postpone consideration of the resolution and City Council could direct staff accordingly. This delay will negatively affect the City's budget as the cost for parts for repairs to City fleet vehicles would increase as procurements would have to be made with other vendors whose costs are higher.

REFERENCE INFORMATION:

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

N/A



City of Las Cruces[®]

PEOPLE HELPING PEOPLE

COUNCIL ACTION AND EXECUTIVE SUMMARY PACKET ROUTING SLIP

For Meeting of _____
 (Ordinance First Reading Date)

For Meeting of October 3, 2016
 (Adoption Date)

TITLE:

A RESOLUTION AUTHORIZING AN INDEFINITE QUANTITY AND INDEFINITE COST PRICE AGREEMENT FOR PARTS AND LABOR SERVICE AGREEMENT WITH JACK KEY CHRYSLER JEEP OF LAS CRUCES, NM AND USD, INC. OF EL PASO, TX FOR A PERIOD UP TO THREE YEARS SUBJECT TO ANNUAL RENEWAL AND APPROVED BUDGET APPROPRIATIONS.

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

DEPARTMENT	SIGNATURE	PHONE NO.	DATE
Drafter/Staff Contact	<i>Deanna DeMonche</i>	2596	08/30/2016
Department Director	<i>Paul Marts</i>	2048	09/01/2016
Other			
Assistant City Manager /CAO Management & Budget Manager	<i>Andrews</i> <i>R. Macgregor</i>	2042 2022	9/7/16 9/10/16
Assistant City Manager/COO	<i>Daniel Ole</i>		9/15/16
City Attorney	<i>W. S. G.</i>	EXT 2128	16 Sept 2016
City Clerk	<i>Diana Davis</i>	X2115	9-23-16

RESOLUTION NO. 16-17-018A

A RESOLUTION AUTHORIZING AN INDEFINITE QUANTITY AND INDEFINITE COST PRICE AGREEMENT FOR PARTS AND LABOR SERVICE AGREEMENT WITH JACK KEY CHRYSLER JEEP OF LAS CRUCES, NM AND USD, INC. OF EL PASO, TX FOR A PERIOD UP TO THREE YEARS SUBJECT TO ANNUAL RENEWAL AND APPROVED BUDGET APPROPRIATIONS.

The City Council is informed that:

WHEREAS, the City purchases parts and labor services for repairs to City fleet vehicles; and

WHEREAS, on August 5, 2016, the City advertised Invitation to Bid No. 16-17-018A – Chrysler Dodge Products, Parts and Labor which closed on August 24, 2016 at 2:00 p.m. with two bid being received; and

WHEREAS, Fleet Services staff reviewed the bids and recommends City Council award an indefinite quantity and indefinite cost price agreement for Chrysler Dodge products, parts, and labor to Jack Key Chrysler Jeep of Las Cruces, NM and USD, Inc. of El Paso, TX for a period up to three years, subject to annual renewal and approved budget appropriations.

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

(I)

THAT the indefinite quantity and indefinite cost price agreement for Chrysler Dodge products, parts and labor is hereby awarded to Jack Key Chrysler Jeep of Las Cruces, NM and USD, Inc. of El Paso, TX for a period up to three years, subject to annual renewal and approved budget appropriations.

(II)

THAT the Purchasing Manager is authorized to contract with Jack Key Chrysler Jeep of Las Cruces, NM and USD, Inc. of El Paso, TX as outlined in the signed Exhibit "A", Purchasing Manager's Request to Contract Form, attached hereto and made a part of this Resolution.

(III)

THAT City staff is hereby authorized to do all deeds necessary in the accomplishment of the herein above.

DONE AND APPROVED on this _____ day of _____, 20__.

APPROVED:

Mayor

ATTEST:

City Clerk

(SEAL)

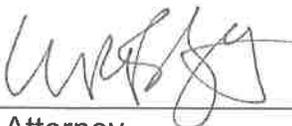
VOTE:

Mayor Miyagishima: _____
Councillor Gandara: _____
Councillor Smith: _____
Councillor Pedroza: _____
Councillor Eakman: _____
Councillor Sorg: _____
Councillor Levatino: _____

Moved by: _____

Seconded by: _____

APPROVED AS TO FORM:



City Attorney

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CITY OF LAS CRUCES

PURCHASING MANAGER'S REQUEST TO CONTRACT

For Meeting of: October 3, 2016

Resolution No.: 16-17-018A

**Contract Purchase For
Chrysler Dodge Products, Parts and Labor**

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

BID SOLICITATION INFORMATION:

1. Bid Due Date: **August 24, 2016**
2. Description: **Chrysler Dodge Products, Parts and Labor**
3. Using Department: **Transportation**
4. Number of Responses Solicited: **Twenty-eight (28)**
5. Number of Responses Received and Accepted: **Two (2)**
6. Recommended Award(s) To: **Jack Key Chrysler Jeep of Las Cruces, NM, and
USD, Inc. of El Paso, TX**
7. Total Award Amount: **Indefinite Quantity, Indefinite Cost**
8. Contract Duration: **Three (3) years, subject to annual renewals and budget**

LOCAL PREFERENCE FACTOR

Local Preference Factor Applied Per LCMC §24-100	No	<input checked="" type="checkbox"/>	LCMC §24-100 not applicable to this solicitation
	Yes	<input type="checkbox"/>	
			Made A Difference To Bid 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 24-91**.


 Purchasing Manager 19.12.16
Date

CONFIRMATION OF FUND ENCUMBRANCE:

REQUISITION or PURCHASE ORDER NUMBER:	TBD
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