City of Las Cruces®

PEOPLE HELPING PEOPLE

Council Action and Executive Summary

Item # 7 Ordinance/Resolution#15-16-163

For Meeting of _____ (Ordinance First Reading Date)

For Meeting of November 21, 2016 (Adoption Date)

Please check box that applies to this item:

☐ QUASI JUDICIAL ☐ LEGISLATIVE ☒ ADMINISTRATIVE

TITLE: A RESOLUTION AWARDING AN INDEFINITE COST, INDEFINITE QUANTITY PRICE AGREEMENT FOR CUSTODIAL SUPPLIES, CONSULTING, AND OTHER RELATED SERVICES TO SPECTRUM PAPER COMPANY (SPECTRUM) OF EL PASO, TEXAS, FOR UP TO THREE YEARS CONDITIONED UPON APPROVED BUDGETS AND ANNUAL RENEWALS.

PURPOSE(S) OF ACTION:

Award price agreement.

COUNCIL DISTRICT: N/A		
Drafter/Staff Contact: Daniel Maestas	**Department/Section:** Public Works/Facilities Management	**Phone:** 541-2591
City Manager Signature:		

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:

As part of maintaining a high level of service, City staff pursues indefinite cost, indefinite quantity contracts as a tool to help achieve that goal. Contracting for custodial supplies, services, and equipment, helps in-house custodial staff and other City departments ensure that proper sanitation and cleaning of City-owned facilities is handled in a cost-effective, efficient, and timely manner. The City also looks at opportunities to further its sustainability goals when procuring supplies, services and equipment. In this case, the below mentioned company also offers green certified cleaning and paper products.

On April 15, 2016, the City's Public Works/Facilities Management staff solicited proposals for custodial supplies, consulting, and related services, resulting in the receipt of three proposals. After review of the proposals, it was determined that Spectrum met or exceeded all the proposed requirements and offered competitive pricing for cleaning products and janitorial equipment.

This pricing agreement is a one-year contract with the option to renew for up to two additional one-year periods conditioned upon approved budget appropriations and providing terms and conditions remain the same.

SUPPORT INFORMATION:

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

SOURCE OF FUNDING:

Is this action already budgeted?			
	Yes	☒	See fund summary below
	No	☐	If No, then check one below:
	Budget Adjustment Attached	☐	Expense reallocated from: _____.
		☐	Proposed funding is from a new revenue source (i.e. grant; see details below)
		☐	Proposed funding is from fund balance in the Fund.
Does this action create any revenue?			
	Yes	☐	Funds will be deposited into this fund: in the amount of $ _____for FY__.
	No	☒	There is no new revenue generated by this action.

BUDGET NARRATIVE

The ability to request and purchase custodial equipment and supplies will be dependent on and limited to available budgets on a department by department basis.

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 the Resolution to award the pricing agreement for custodial supplies, consulting and related services to Spectrum of El Paso, Texas.
2. Vote "No"; this will deny the Resolution to award the pricing agreement for custodial supplies, consulting and related services to Spectrum of El Paso, Texas.
3. Vote to "Amend"; this could delay procurement of janitorial items needed to ensure proper cleaning and sanitation of City facilities.
4. Vote to "Table"; this could delay procurement of janitorial items needed to ensure proper cleaning and sanitation of City facilities.

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

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COUNCIL ACTION AND EXECUTIVE SUMMARY PACKET ROUTING SLIP

For Meeting of _____ (Ordinance First Reading Date)

For Meeting of November 21, 2016 (Adoption Date)

TITLE: A RESOLUTION AWARDING AN INDEFINITE COST, INDEFINITE QUANTITY PRICE AGREEMENT FOR CUSTODIAL SUPPLIES, CONSULTING, AND OTHER RELATED SERVICES TO SPECTRUM PAPER COMPANY (SPECTRUM) OF EL PASO, TEXAS, FOR UP TO THREE YEARS CONDITIONED UPON APPROVED BUDGETS AND ANNUAL RENEWALS.

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

DEPARTMENT	SIGNATURE	PHONE NO.	DATE
Drafter/Staff Contact		541-2591	10-14-16
Department Director		528-3136	10-14-16
Other			
Assistant City Manager /CAO Management & Budget Manager		541-2042 541-2085	10/19/16 10-19-16
Assistant City Manager/COO			10/19/16
City Attorney		EXT 2128	20 OCT 2016
City Clerk		x2115	11-10-16

Rev. 8/2011

RESOLUTION NO: 15-16-163

A RESOLUTION AWARDING AN INDEFINITE COST, INDEFINITE QUANTITY PRICE AGREEMENT FOR CUSTODIAL SUPPLIES, CONSULTING, AND OTHER RELATED SERVICES TO SPECTRUM PAPER COMPANY (SPECTRUM) OF EL PASO, TEXAS, FOR UP TO THREE YEARS CONDITIONED UPON APPROVED BUDGETS AND ANNUAL RENEWALS.

The City Council is informed that:

WHEREAS, on April 15, 2016, the City's Public Works Department/Facilities Management staff solicited proposals for custodial supplies, consulting, and related services, resulting in the receipt of three proposals; and

WHEREAS, after staff reviewed the proposals, it was determined that Spectrum met or exceeded all proposal requirements and offered competitive pricing on all cleaning products and janitorial equipment; and

WHEREAS, this pricing agreement is a one-year contract with the option to renew for up to two additional one-year periods conditioned upon approved budget appropriations and providing terms and conditions remain the same; and

WHEREAS, entering this contract is a valuable tool for in-house custodial staff and other departments to ensure proper sanitation and cleaning of City-owned facilities in a cost-effective, efficient, and timely manner; and

WHEREAS, Spectrum also offers a variety of green certified cleaning paper products, which support the City's sustainability efforts.

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

(I)

THAT the indefinite quantity, indefinite cost pricing agreement for custodial supplies, consulting, and related services, is hereby awarded to Spectrum, of El Paso, Texas for up

to three years conditioned upon approved budget appropriations and annual renewals.

(II)

THAT the Purchasing Manager is hereby authorized to contract with Spectrum 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 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 Gandara: ____
Councillor Smith: ____
Councillor Pedroza: ____
Councillor Eakman: ____
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: November 21, 2016

Resolution No.: 15-16-163

Contract Purchase For
Custodial Supplies, Consulting & Other Related Services

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

RFP SOLICITATION INFORMATION:

1. RFP No./ Due Date: **RFP No. 15-16-163/ April 28, 2016**
2. Description: **Janitorial Supplies Price Agreement**
3. Using Department: **Public Works/ Facilities Department**
4. Number of Responses Solicited: **Forty-eight (48)**
5. Number of Responses Accepted: **One (1)**
6. Award Recommendation To: **Spectrum Paper Company, of El Paso, Texas**
7. Total Award Amount: **Indefinite Quantity/ Indefinite Cost**
8. Contract Duration: **Three (3) years subject to annual renewals and approved budgets**

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)
			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**.

Deb Smith 10-17-16

Purchasing Manager Date

CONFIRMATION OF FUND ENCUMBRANCE:

REQUISITION or PURCHASE ORDER NUMBER:	**TBD**

Attachment "A"

City of Las Cruces

MEMORANDUM

To: Deb Smith, Purchasing Manager DS

From: Daniel Maestas, Custodial Services Supervisor DM

Date: June 20, 2016

Subject: Request for Acceptance – RFP#15-16-163 (Janitorial Supplies)

The cost proposal for Janitorial Supplies Price Agreement has been reviewed by the Evaluation Committee consisting of Pat Gomez-Warehouse Management Specialist, Jaime Medina-Field Services Supervisor, Joe Maez-Acting Building Operations and Services Supervisor, and myself, recommend awarding the Indefinite Quantity and Indefinite Cost Pricing Agreement to Spectrum Paper Company who meets and exceeds all proposal requirements.

The funds for the Janitorial Supplies are budgeted by various user Departments/Sections such as Facilities Management, Parks & Recreation, Convention and Visitor's Bureau, and Utilities.

cc: Eric Martin, Facilities Management Administrator

PUBLIC WORKS DEPARTMENT

AN EQUAL OPPORTUNITY EMPLOYER