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**City of Las Cruces**<sup>®</sup>  
 PEOPLE HELPING PEOPLE

**Council Action and Executive Summary**

Item # 7 Ordinance/Resolution# 09-10-410 Council District: All

For Meeting of November 2, 2009  
 (Adoption Date)

A RESOLUTION AWARDING THE THIRD AND FINAL OF THREE POSSIBLE EXTENSIONS ON A FOUR YEAR CONTRACT FOR TRANSIT VEHICLE WASH SERVICES TO STEVE ELLISON'S SPLISH SPLASH OF LAS CRUCES, NEW MEXICO FOR AN INDEFINITE QUANTITY AND INDEFINITE DOLLAR AMOUNT NOT TO EXCEED AN ESTIMATED TOTAL BUDGET OF \$ 89,992.

**PURPOSE(S) OF ACTION:** To award a contract for Transit Vehicle Wash Services.

<b>Name of Drafters:</b> Michael Bartholomew		<b>Department: Public Services/Transit</b>		<b>Phone:</b> 541-2500	
<b>Department</b>	<b>Signature</b>	<b>Phone</b>	<b>Department</b>	<b>Signature</b>	<b>Phone</b>
Originating Department		528-3477	Budget		2300
			Assistant City Manager		2271
Legal		2121	City Manager		

**BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:**

In November 2006, City Council awarded a contract for Transit Vehicle Wash Services, Pricing Agreement (original RFP 06-07-073) to Steve Ellison's Splish Splash of Las Cruces, New Mexico. The award was for a one-year base period beginning November 23, 2006 with three annual renewable options to be exercised by the City of Las Cruces. Council awarded the first of three possible extensions in November 2007.

The Transit Section has reviewed the vendor's performance and is satisfied that the contract obligations are being met and within budget. The Transit Section is requesting the award of the third possible and final contract extension. The request is to extend the contract from November 23, 2009 for the final year to November 22, 2010.

The budgeted funding amount exceeds the monies needed for this pricing agreement. Although the budget funding exceeds the anticipated vehicle cleaning needs, the budgeted amount provides a small buffer for unanticipated cleaning expenses.

(Continue on additional sheets as required)

**SUPPORT INFORMATION:**

<b>Fund Name / Account Number</b>	<b>Amount of Expenditure</b>	<b>Budget Amount</b>
59685020-721160-24110	\$ 38,455.54 in FY 2010	FY10 \$ 47,992
59685030-721160-24110	\$ 9,536.46 in FY 2010	FY11 \$ 42,000 (est. for term of contract)
59685020-721160-24111	\$ 27,000 in FY 2011 (est.)	<b>TOTAL \$ 89,992</b>
59685030-721160-24111	\$15,000 in FY 2011 (est.)	

1. Exhibit "A", Purchasing Manager's Request to Contract Form (PMRC #09-10-410)
2. Exhibit "B", Extension Request from the Transit Section
3. Exhibit "C", Renewal acceptance from Steve Ellison's Splish Splash

**OPTIONS / ALTERNATIVES:**

1. Approve the Resolution awarding the third and final of three possible extensions on a four year contract.
2. Not approve this Resolution. This action will leave us without a contract for bus cleaning service until the project can be rebid and re-awarded by Council action.
3. Modify the resolution and provide staff with alternative direction.

RESOLUTION NO. 09-10-410

**A RESOLUTION AWARDING THE THIRD AND FINAL OF THREE POSSIBLE EXTENSIONS ON A FOUR YEAR CONTRACT FOR TRANSIT VEHICLE WASH SERVICES TO STEVE ELLISON'S SPLISH SPLASH OF LAS CRUCES, NEW MEXICO FOR AN INDEFINITE QUANTITY AND INDEFINITE DOLLAR AMOUNT NOT TO EXCEED AN ESTIMATED TOTAL BUDGET OF \$ 89,992.**

The City Council is informed that:

**WHEREAS**, the contract for the Transit wash and related services was awarded to Steve Ellison's Splish Splash on November 23, 2006; and

**WHEREAS**, the Transit Section of the Public Services Department is requesting to award the third and final said contract extension effective November 23, 2009; and

**WHEREAS**, daily cleaning of the transit vehicle fleet is extremely important to the operations of the transit service, for the health and safety of citizens.

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

(I)

**THAT** the Transit Vehicle Wash Pricing Agreement is hereby extended to Steve Ellison's Splish Splash for one year commencing November 23, 2009, not-to-exceed an estimated total budget in the amount of \$ 89,992.

(II)

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

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RESOLUTION NO. \_\_\_\_\_, cont  
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**DONE AND APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

(SEAL)

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

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

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

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

VOTE:

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

Councillor Silva: \_\_\_\_\_

Councillor Connor: \_\_\_\_\_

Councillor Archuleta: \_\_\_\_\_

Councillor Small: \_\_\_\_\_

Councillor Jones: \_\_\_\_\_

Councillor Thomas: \_\_\_\_\_

APPROVED AS TO FORM:

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

# CITY OF LAS CRUCES

## PURCHASING MANAGER'S REQUEST TO CONTRACT

For Meeting of: November 2, 2009

Resolution No.: 09-10-410

### Existing Contract Purchase For Final Extension for Vehicle Wash Services

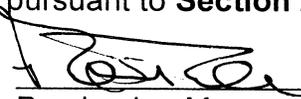
The Las Cruces City Council is provided the following information concerning this request:

#### BID/RFP SOLICITATION INFORMATION:

- 1. Original Bid/RFP & Due Date: **RFP #06-07-073/September 21, 2006**
- 2. Description of Bid/RFP: **Transit Vehicle Wash**
- 3. Number of Original Responses **Two (2)**
- 4. Existing Contract Expiration Date: **November 22, 2009**
- 5. Last Contract Renewal by Council: **Resolution No. 08-09-455/November 3, 2008**
- 6. Using Department: **Public Services/Transit**
- 7. Current Award Recommendation To: **Steve Ellison's Splish Splash of Las Cruces, NM**
- 8. Total Award Amount: **Indefinite Not to Exceed Budget**
- 9. Contract Duration: **One Year**

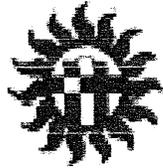
#### PROCUREMENT CODE COMPLIANCE:

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.**

  
 Purchasing Manager
 
 / 10/22/09  
 Date

#### CONFIRMATION OF FUND ENCUMBRANCE:

REQUISITION OR PURCHASE ORDER NUMBER:	<b>10101711</b>
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# City of Las Cruces

People Helping People

**PUBLIC SERVICES DEPARTMENT  
TRANSIT SECTION**

**INTRADEPARTMENTAL MEMORANDUM**

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**TO:** Pam Davis, Purchasing Senior Buyer

**THRU:** Mike Bartholomew, Transit Administrator

**FROM:** STEVE DAVIS, TRANSIT FLEET FOREMAN

**DATE:** September 21, 2009

**SUBJECT:** Request for Renewal of Transit Vehicle Cleaning Agreement

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The Transit Department is requesting authorizing a one year extension, the third and final of three extensions, for fleet cleaning to Steve Ellison's Splish Splash. The vender will need to be contacted to determine if they agree to the current prices, terms and conditions of the contract.

The current PO they are working off of is 10200028. It will expire November 26, 2009.

The account numbers being used for fleet cleaning are: 59685020 721160 24110  
59685030 721160 24110

Thanks,

Steve Davis

