

CITY OF SANTA FE PROCUREMENT CHECKLIST

Contractor Name: Bruckner's Truck Sales/Scorpion

Procurement Title: Purchase of (2) CNG Residential Automated Side-Loading Collection Unites

Solicitation RFP/RFB#: N/A

Other Methods: State Price Agreement **Cooperative** **Sole Source** **Exempt** **Other**

Department Requesting/Staff Member Public Utilities/Environmental Services/Lawrence Garcia

Procurement Requirements:

A procurement file shall be maintained for all contracts, regardless of the method of procurement. The procurement file shall contain the basis on which the award is made, all submitted bids and proposals, all evaluation materials, score sheets, quotations and all other documentation related to or prepared in conjunction with evaluation, negotiation, and the award process. The procurement shall contain a written determination from the Requesting Department, signed by the procurement officer, setting forth the reasoning for the contract award decision before submitting to the Committees.

SOLICITATION*

- | YES | N/A | |
|--------------------------|-------------------------------------|--|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Project Beginning History (council requests etc) |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Budget Determination (FIR) attach |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Solicitation document (RFP, IFB), |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Screen print of legal solicitation published in newspapers, web sites, etc.: |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Screen print of addendum(s) published on the IPB/RFP: |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Pre-Bid/Pre-Offer Conference attendance sheet and other documents |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | If canceled, screen print of cancellation of solicitation notice |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Other: _____ |

EVALUATION*

- | YES | N/A | |
|--------------------------|-------------------------------------|---|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Blank evaluation form |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Evaluator's names and profiles |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Evaluation procedures or evaluation instructions |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Conflict/Confidentiality Forms signed by all Evaluators, Technical Advisors, Reviewers, and any person who assists in regard to the bid/proposal, evaluation and/or award |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Bid or Offer opening sheet(s) (If RFP, then two offer opening sheets, one for technical and one for cost) |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Screen print of Bidder/Offeror's detailed information |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Responsiveness review sheet or other sheet documenting responsiveness for each Bidder/Offeror, attach requests for additional information to cure items |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Non-Responsive/Non-Responsibility Form and correspondence or letters from Department to vendor regarding disqualifications |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Oral presentations (sign-in sheets, presentation materials, etc.) |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Documentation sent to Bidders/Offerors and responses received regarding clarifications, decisions, negotiations, and/or best and final offers, etc. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Reference Reviews/Reference Check Questionnaires |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Individual evaluations included for each RFP. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Pricing evaluation |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Final overall evaluation matrix or summary of evaluator scores |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Other: _____ |

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AWARD*

YES N/A

- Fully executed Memo to Committees from the Department with recommendation of award
- Winning proposal (this is a copy that has all confidential/proprietary information excluded)
- Screen print of Contract Award Notice
- Screen print of Award Notice published on agency website
- Email or notification sent to all Bidders/Offerors that award was made
- Waiver or "No Action Taken" from Procurement Office
- Correspondence with Procurement Office regarding waiver
- If IFB and not awarded to lowest responsive, responsible bidder; written explanation
- Other: _____

DISCLOSURES

YES N/A

- Contractor Disclosures & Conflicts of Interest**
- Disclosures & Conflicts of Interest Form(s) (winning bidder(s)/offeror(s))
- Contractor –Conflicts of Interest**
- Purchasing Office Letter or e-mail to designated individual regarding potential conflict
- Conflict of Interest Form signed by all parties
- Letter from Procurement Office regarding the potential conflict
- Subcontractor Disclosures**
- Disclosures & Conflicts of Interest form of Subcontractor(s)
- Subcontractor –Conflicts of Interest**
- Purchasing Officer Letter or email to designated individual regarding potential conflict
- Conflict of Interest form signed by all parties
- Letter from Legal Office regarding the potential conflict
- Other: _____

CONTRACT

YES N/A

- Copy of Executed Contract
- Copy of all documentation presented to the Committees
- Finalized Council Committee Minutes
- Other: _____

MISCELLANEOUS FILE*

YES N/A

- Local Preference Form
- New Mexico Residence Form
- Veterans Exemption
- Sole Source determination form approved by Procurement Officer**
- Exempt determination memo approved by Procurement Officer**
- Other: Cooperative Educational Services Contract

Include all other substantive documents and records of communication that pertain to the procurement and any resulting contract.

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PROTEST (If applicable)*

YES

N/A

- Documentation from protester filed with the Purchasing Office
- Letter from Department to Purchasing Office Providing response to protest
- Letter from Purchasing Officer to protester and Department on final outcome
- Other: _____

Create a separate file folder which may contain any documents with trade secrets or other competitively sensitive, confidential or proprietary information.

YES

N/A

- Original bid(s) or proposal(s) with no redactions.
- Documentation exempt - Proprietary, Confidential, Competitively Sensitive, or Trade Secret (i.e. e-mails, proposals, letters)

Lawrence Garcia Project Administrator

Department Rep Printed Name and Title

Lawrence Garcia

Department Rep Signature attesting that all information included

Thelma Rodriguez

Purchasing Officer attesting that all information is reviewed

ACTION SHEET	
PUBLIC UTILITES COMMITTEE MEETING OF 4/1/15	
ISSUE NO. 18	
Request for approval to purchase two automated side loading collection units. Pricing was received via various buy board cooperative marketing agreements for the amount of \$671,410.00. (Cindy Padilla/Lawrence Garcia)	
Public Utilities Committee – 4/1/15 Finance Committee – 4/13/15 City Council – 4/29/15	
PUBLIC UTILITES COMMITTEE ACTION: Approved to forward to 4/13/15 Finance Committee.	
SPECIAL CONDITIONS OR AMENDMENTS:	
STAFF FOLLOW UP	

VOTE:	FOR	AGAINST	ABSTAIN
COUNCILOR RIVERA, CHAIR	X		
COUNCILOR MAESTAS	X		
COUNCILOR BUSHEE	X		
COUNCILOR DIMAS	Excused		
COUNCILOR IVES	X		

City of Santa Fe, New Mexico

memo

DATE: April 1, 2015

TO: Public Utilities Committee

FROM: Lawrence Garcia, Environmental Service Project Administrator 

VIA: Cindy Padilla, Environmental Service Division Director 
Nick Schiavo, Public Utilities Department & Water Division Director 

ITEM AND ISSUE:

The Environmental Services Division (Division) is requesting authority to purchase two (2) Compressed Natural Gas (CNG) Residential Automated Side-loading collection units via Cooperative Educational Services (CES) cooperative marketing.

The new purchase will replace unit 596, a 2004 Auto-Car asset number 51275, this unit has 91,637 miles and is currently disabled. The Division has used parts from this vehicle to repair two other units. The second vehicle that will be replaced is unit 598 a 2004 Auto-Car asset number 51276. This unit is past its usable life, and will require a large amount of capital to make it a reliable unit.

BACKGROUND AND SUMMARY:

On March 09, 2015 the Division requested and received pricing from Roberts Truck Center, Rush Truck Center and Bruckner's Truck Center for two CNG residential automated side-loaders collection units. The pricing was provided via Cooperative Educational Services (CES) cooperative marketing. Please see bid prices below.

Name of Vendor	Body Type	Cooperative Market	Number of units	Total Cost of Purchase
Rush Truck Center	Labrie	CES	2	\$614,112.80
Rush Truck Center	Amrep	CES	2	\$633,266
Bruckner's	Labrie	CES	2	\$640,254
Rush Truck Center	McNeilus	CES	2	\$641,598
Bruckner's	Amrep	CES	2	\$659,408

Bruckner's	McNeilus	CES	2	\$667,740
Bruckner's	Scorpion	CES	2	\$671,410
Rush Truck Center	Neway	CES	2	\$673,252
Rush Truck Center	Heil	CES	2	\$687,670
Summit Truck Group	Scorpion	CES	2	\$698,539.16
Bruckner's	New Way	CES	2	\$699,394

The Division requested and was approved for six hundred fifty-eight thousand four hundred four dollars (\$658,404) in fiscal year 14/15 budget. The funds were designated to purchase two residential side-loading CNG collection units.

RECOMMENDED ACTION:

Please approve the purchase of two (2) CNG Residential Automated Side-loading collection units from Bruckner's Truck Sales/Scorpion for a total amount of six hundred seventy-one thousand four hundred ten dollars (\$671,410). Six hundred fifty-eight thousand four hundred and four dollars (\$658,404) are available in 52255-571000 (Vehicle > 1.5).

The Division is also requesting to BAR the additional funding of thirteen thousand and four dollars (\$13,004) from 52265.570950 to 52255.571000 (Vehicles > 1.5) to complete funding required for this purchase.

The Scorpion body was not the lowest bidder, but based on the new technology of this body the division anticipates the additional funding will be recovered through reduced repair and maintenance costs and extended life of the body. This body also has additional safety features for example the user will not have to get into the packing system for any reason.

The Division sent two staff members to the manufacturer's facility to view this equipment. Additionally the Division was able to utilize a similar vehicle as a demonstration unit. The truck worked extremely well. The Division also called references that have utilized this body, the reference provided positive information concerning the safety features, service ability. He also stated that after one year of usage the body shows very little signs of wear.



COOPERATIVE EDUCATIONAL SERVICES

Public Educational Institutions in New Mexico United by a Joint Powers Agreement to Establish an Educational Cooperative

EXTENSION OF CONTRACT

made by and between

BRUCKNER TRUCK SALES

and

Cooperative Educational Services

Said Contract(s) being numbered:

2013-023 056-008 WTNM Medium and Heavy Duty Trucks

The existing Contract initially commenced on September 5, 2013 and will expire on May 9, 2014. The Term of Contract and Extension in 2013-023 RFP C provides the Contract may be extended annually for up to three (3) additional one (1) year terms by mutual written agreement through May 8, 2016. Cooperative Educational Services desires to extend the Contract for an additional term of one (1) year until May 9, 2015. Upon the signature of an authorized officer of the above named company or corporation, the Contract is hereby extended.

This extension shall be subject to the same Terms and Conditions contained in the original Bid Document and in Contract Number 2013-023 RFP C

COOPERATIVE EDUCATIONAL SERVICES

Authorized Signature David Chavez Date February 19, 2014

Contractor agrees to provide complete information of any deleted and new products or price adjustments as allowed under headings (Discontinued Products) and (New Technology and Price Reduction) of the RFP.

Authorized Signature Evan Smith Date April 21, 2014
Printed Name EVAN SMITH Title G.M.

NOTE: This Contract Extension should be received by 4:00 p.m. at the offices of CES on 4/30/14

If you do not want to extend this Contract, please sign below and return this agreement.

Discontinue: We desire to discontinue the contract effective 5/9/2014

Authorized Signature _____ Date _____

Serving New Mexico Education Since 1979

City of Santa Fe, New Mexico

BUDGET ADJUSTMENT REQUEST (BAR)

DEPARTMENT / DIVISION / SECTION / UNIT NAME				DATE		
Public Utilities/Environmental Services Division/ 52265/ Recycling Collection				04/01/2015		
ITEM DESCRIPTION	BU / LINE ITEM	Financials Only		INCREASE	DECREASE	
		SUBLEDGER / SUBSIDIARY	DR / (CR)			
Vehicles < 1.5	52265.570950				13,006	
Vehicles > 1.5	52255.571000			13,006		
JUSTIFICATION: (use additional page if needed) --Attach supporting documentation/memo				TOTAL	\$ 13,006	\$ 13,006

Lawrence Garcia Prepared By Date: March 23, 2015	CITY COUNCIL APPROVAL City Council Approval Required <input type="checkbox"/> City Council Approval Date: <input type="text"/> Agenda Item #: <input type="text"/>	[Signature] 4/6/15 Budget Officer Date: 4-8-2015 [Signature] Finance Director Date: [Signature] 3/24/15 Department Director Date:
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