

<p align="center">ACTION SHEET</p> <p align="center">ITEM FROM FINANCE COMMITTEE MEETING OF 10/19/20</p> <p align="center">FOR CITY COUNCIL MEETING OF 10/28/20</p>
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b) Request for the Approval to procure food products utilizing the CES Price Agreement up to \$75,000 per year for a four year term equaling \$300,000 for the Division of Senior Services Nutrition Program; Labatt New Mexico. (Gino Rinaldi, Senior Services Division Director, earinaldi@santafenm.gov, 505-955-4710)

COMMITTEE REVIEW:

Finance Committee: 10/19/20

Quality of Life: 10/21/20

Governing Body: 10/28/20

FINANCE COMMITTEE ACTION:

Approved on Consent

FUNDING SOURCE:

SPECIAL CONDITIONS OR AMENDMENTS

VOTE	FOR	AGAINST	ABSTAIN
COUNCILOR ROMERO-WIRTH	X		
COUNCILOR CASSUTT-SANCHEZ	X		
COUNCILOR LINDELL	X		
COUNCILOR VILLARREAL	X		
CHAIRPERSON ABEYTA	X		


9-19-20


City of Santa Fe, New Mexico

MEMO

DATE: September 18, 2020

TO: Public Works/Finance Committee/City Council

FROM: Gino Rinaldi, Director 
Division of Senior Services

VIA: Kyra Ochoa, Director 
Community Services
Kyra Ochoa (Sep 18, 2020 12:50:00)

Mary McCoy, Director
Finance Department

Fran Dunaway, Chief Procurement Officer
Purchasing Department

RE: Purchase of Food Products. Services and Equipment:
Procurement Source: Cooperative CES# RFP 2020-30 "Coop. Food
Program for Food & Non-Food Items." Expires 7/26/2030.
Vendor: Labatt

Background and Summary

The City of Santa Fe Division of Senior Services (DSS) is requesting to procure food products, from the aforementioned vendor, for year ending 6/30/2024. The procurement method as "Cooperative Educational Services (CES)". The CES agreement is listed below along with the purchasing history for the vendor. As per procurement policies DSS is required to compare pricing by commodity, to obtain the best possible value.

Vendor: Labatt Food Services: City Vendor #7252
Cooperative Contract: Solicitation: 2020-30:
CES: Expiration Date: July 26, 2030

History:

Year Ending 06/30/2020	\$71,605.25
Year Ending 6/30/2019	\$ 66,746.25 (New Vendor)

Funding for the procurement of food related products has been budgeted and available on July 1, 2020 in the FY2020 Nutrition Budget Org/Object 2410114.530400

By City policy, the City can use Cooperative, State or Federal Price Agreements without having to bid the items on its own. By City Policy, procurement from Cooperatives, State or Federal Price Agreements over \$60,000, require City Council approval (City Purchasing Manual Section 11.1). Any single transaction which will exceed \$60,000 will be forwarded to the City Council for review and consideration.

Recommended Action

It is requested that this procurement award to Labatt from the aforementioned Cooperative CES for City wide food related purchases, for year ending 6/30/2024, be reviewed, approved and submitted to the City Council for consideration.



CITY OF SANTA FE PROCUREMENT CHECKLIST

Contractor Name: Labatt New Mexico

Procurement Title: CES, RFP 20-30 Term: July 26, 2020- July 26, 2030

Procurement Method: State Price Agreement ☐ Cooperative ☒ Sole Source ☐ Other ☐

Exempt ☐ Request For Proposal (RFP) ☐ Invitation To Bid (ITB) ☐ Contract under 60K ☐ Contract over 60K ☒

Department Requesting Community/Senior Services Staff Name Anya Alarid

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, 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 purchasing officer, setting forth the reasoning for the contract award decision before submitting to the Committees.

REQUIRED DOCUMENTS FOR APPROVAL BY PURCHASING*

YES N/A

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved Procurement Checklist (by Purchasing)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Memo addressed to City Manager (under 60K) Committees/City Council (over 60K)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	State Price Agreement
<input type="checkbox"/>	<input checked="" type="checkbox"/>	RFP
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Evaluation Committee Report
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ITB
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Bib Tab
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Quotes (3 valid current quotes)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cooperative Agreement
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sole Source Request and Determination Form
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contractors Exempt Letter
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Purchasing Officers approval for exempt procurement
<input type="checkbox"/>	<input checked="" type="checkbox"/>	BAR
<input type="checkbox"/>	<input checked="" type="checkbox"/>	FIR
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Executed Contract, Agreement or Amendment
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Current Business Registration and CRS numbers on contract or agreement
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Summary of Contracts and Agreements form
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Certificate of Insurance
<input type="checkbox"/>	<input checked="" type="checkbox"/>	All documentation presented to Committees
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other:

Anya Alarid

Project Administrator 09/21/20

Department Rep Printed Name (attesting that all information included)

Title

Date

Anya Alarid

Purchasing Officer (attesting that all information is reviewed)

Title

Date

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



Your New Mexico Purchasing Cooperative

Since 1979

**Cooperative Educational Services
FINAL AWARD NOTICE
RFP 2020-30 – Student & Senior Nutrition
Program - Food and Non-Food Items**

April 30, 2020

Please find below the Final Award recommendations, subject to final contract negotiations, for CES' RFP 2020-30 – Student & Senior Nutrition Program - Food and Non-Food Items. Pursuant to New Mexico Statutes Annotated 1978, 13-1-172, any Offeror has until Friday, May 15, 2020 by 4:00 p.m. to submit a written protest.

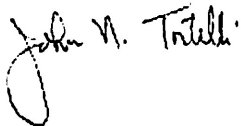
RFP 2020-30 – Student & Senior Nutrition Program - Food and Non-Food Items		
Vendor	Total Points Receive Without Preference	Regions Awarded
Labatt New Mexico	864	Award Regions 1 to 8
Sysco USA I, Inc.	514	No Award

"Note: One of the requirements for bidding a substitute was for the bidder to provide specifications for the substitute item as per the Mandatory Excel file, 2020-30 Pricing Submittal and Cost Evaluation Mandatory Form Revision 1. Sysco USA I, Inc. submitted 832 substitutions without providing Item Specifications; or either a combination of Vendor UPC; Brand/Label; Product Description; Units In Carton or Pack; Individual Unit Size; Substitute – Is It The Same As Units In Carton Or Pack/Individual Unit Size, Yes or No. CES made the decision to evaluate only the items that matched the specifications and the No Bids listed on the Mandatory Excel file,

2020-30 Pricing Submittal and Cost Evaluation Mandatory Form Revision 1 submitted by Labatt's and Sysco."

Attached is the Evaluation Reports. If you have any questions or need additional information, please contact our office at 505-344-5470 or by email at bids@ces.org.

COOPERATIVE EDUCATIONAL SERVICES



John N. Tortelli, Procurement & Contract Specialist
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