
Meeting Date: May 23, 2018
Staff Contact: Stan Allred, Chief Financial Officer

TITLE: C-18-14 – Recommendation of Award, Lockbox Services P2018000007

ACTION: Recommend Approval

SUMMARY:

The Albuquerque Bernalillo County Water Utility Authority issued the subject Request for Proposals (RFP) to solicit proposals from qualified vendors to provide lockbox services.

The RFP was posted on the Sicomm website and advertised in the local newspaper. Two responses were received and submitted for evaluation. The Ad Hoc evaluation committee reviewed, evaluated and scored the responses in accordance with the evaluation criteria published in the RFP.

The responses were reviewed, evaluated and scored by an Ad Hoc committee consisting of Jeffrey Li, Treasurer; Cilia Agliadoro, City Treasurer; Hobert Warren, Customer Services Division Manager; and Yvonne Lara, Assistant Customer Services Manager. The committee recommended the award of a contract to Bank of Albuquerque, as that company had the highest composite score, is qualified to perform the work and meets the requirements of the RFP

FISCAL IMPACT:

Fees for lockbox services are budgeted in the FY19 Operating Budget. The final fees will be negotiated as submitted in the cost proposal, but any increases will be more than offset by a higher level of earnings credits paid on deposit balances. Net savings should be realized.



Memo

To: Mark S. Sanchez, Executive Director
Jeffrey Li, Treasurer

From: Candida Kelcourse, Senior Buyer *CK*

Through: Jonathan Daniels, Purchasing Officer

Date: March 6, 2018

Re: RFP Ad Hoc Committee: P2018000007, "Lockbox Services"

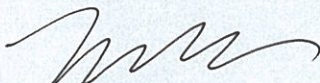
The following individuals are recommended to serve as members of the Ad Hoc Advisory Committee ("Committee") for the Request for Proposals for "Lockbox Services." This Committee will review and evaluate proposals and submit a ranked list of offerors to you for selection.

- Jeffrey Li, Committee Chair
- H. Warren, Member
- Yvonne G. Lara, Member
- Cilia Aglialoro - CABQ Treasurer, Member

I will manage the Request for Proposals and serve as a procedural advisor to the Committee.

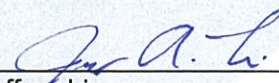
I respectfully request your approval of this Committee in order to start the Request for Proposals process.

APPROVED:



Mark S. Sanchez
Executive Director
Date: 3/6/18

RECOMMENDED:



Jeffrey Li,
Treasurer
Date: 3-6-2018

Original: RFP File

Copy: Luz del Carmen Carreon, Executive Services Coordinator

Request for Proposals P201800007 LOCKBOX RFP

EVALUATION CRITERIA	EVALUATION FACTORS	OFFERORS	
		US BANK	BANK OF ALBUQUERQUE
1. The Offeror's detailed plans to meet the objectives of each task, activity, etc. on the required schedule.	Up to 200	180	200
		170	190
		180	200
		110	200
SUB TOTAL		640	790
2. Experience and qualifications of the Offeror and personnel as shown on staff resumes to perform	Up to 200	200	200
		165	190
		200	200
		110	200
SUB TOTAL		675	790
3. The overall ability of the Offeror, as judged by the evaluation committee, to successfully complete the project within the proposed schedule. This judgment will be based upon factors such as the project management plan and availability of staff and resources.	Up to 200	200	200
		160	190
		190	200
		115	200
SUB TOTAL		665	790
4. The Offeror’s ability to provide lockbox services utilizing local employees.	Up to 150	20	150
		50	150
		0	150
		0	150
SUB TOTAL		70	600
5. The Offeror's past performance on projects of similar scope and size.	Up to 100	100	100
		50	90
		50	100
		50	100
SUB TOTAL		250	390
6. Cost Proposal – The costs proposed by the Contractor as described in Section 2.2 of this RFP to perform the tasks listed in Part 3, Scope of Services. The evaluation of this section will occur after the technical evaluation, based on a cost/price analysis.	Up to 150	88	150
		88	150
		88	150
		88	150
SUB TOTAL		353	600
TOTAL COMPOSITE SCORES		2653	3960
Small Preference	Up to 5%		
Local Preference	Up to 5%		198
Resident Business Preference	Up to 5 %	133	198
Resident Veteran Preference	Up to 10%		
Pay Equity Preference	Up to 5%	133	
10% Preference Max		265	396
TOTAL COMPOSITE SCORES WITH PREFERENCES		2918	4356
RANKING		2	1
		US BANK	BANK OF ALBUQUERQUE

Memo

To: Mark S. Sanchez, Executive Director
From: Candida Kelcourse, Senior Buyer *CK*
Through: Jonathan Daniels, Purchasing Officer *JD*
Date: April 26, 2018
Re: Recommendation of Award, P2018000007, Lockbox Services RFP

The Albuquerque Bernalillo County Water Utility Authority issued the referenced Request for Proposals (RFP) to solicit proposals from qualified vendors to provide lockbox services.

The RFP was posted on the Sicom website and advertised in the local newspaper. Two (2) responses were received and submitted for evaluation. The Ad Hoc evaluation committee reviewed, evaluated, and scored the responses in accordance with the evaluation criteria published in the RFP.

Listed are all the respondents' composite scores with small and/or local preferences and the NM Resident Preference applied for the offeror(s) with an asterisk (*). The largest total composite score possible without preferences applied is 1000.


<u>Offeror</u>	<u>Total Composite Score</u>
Bank of Albuquerque	4,356*
US Bank	2,918*

The committee recommended the award of contract to **Bank of Albuquerque** as that company had the highest composite score after final scoring and is qualified to perform the work. I concur with the committee's recommendation.

Water Authority Board approval is required for this procurement.

Approved:


Recommended:



Mark S. Sanchez
Executive Director

4/20/18

Date



Jeff Li,
Treasurer

4/27/18

Date

Enclosures: Composite Score Sheet