



Agenda Item Number: 11-7-13.6D

**SANDOVAL COUNTY
BOARD OF COUNTY COMMISSIONERS**

**Date of Commission
Meeting:**

November 7, 2013

**Division / Elected
Office:**

Sandoval County Fire Department

Staff Contact:

Fire Chief James Maxon

Title of Item:

Request for Proposal (RFP) Award – Fire District Support Services

Action Requested:

Request for a Motion to Award Bid for Fire District Support Services to Fenix Fire Services, LLC and Approval to Authorize the County Manager to Negotiate and Enter into a Contract

Summary:

Request for Proposals #FY14-FD-02 was advertised in the legal section of the Albuquerque Journal on August 5, 2013 with a submission deadline of October 10, 2013 at 3 pm (MST). One (1) proposal was received from Fenix Fire Services, LLC.

A three-member evaluation committee (see attachment) rated each proposal based on the set criteria addressed in the RFP.

Attachments:

Evaluation Committee Report

FISCAL IMPACT

No County funding required.

STAFF ANALYSIS SUMMARY

County Manager:

Recommend Board of County Commission approval. PPR 10/31/2013

**Initiating Elected Official /
Division Director:**

Recommend approval. JM 10/30/13

Legal:

The award needs to be made before a contract can be negotiated and executed. PFT 10/30/13

Finance:

Recommend approval. CCH 10/30/13

Procurement has been followed. Recommend approval. LO 10/30/13

**FIRE DISTRICT SUPPORT SERVICES:
RFP# FY14-FD-02**

Section 2

1. Financial Stability

Offeror	Pass/Fail
FENIX FIRE SERVICES, LLC	PASS

2. Letter of Transmittal

Offeror	Pass/Fail
FENIX FIRE SERVICES, LLC	PASS

3. Campaign Contribution Disclosure Form

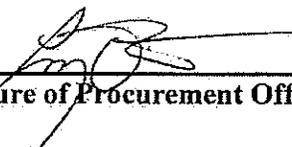
Offeror	Pass/Fail
FENIX FIRE SERVICES, LLC	PASS

EVALUATION COMMITTEE MEETING		
<i>Reason for Meeting</i>	<i>Date of Meeting</i>	<i>Summary of Meeting</i>
Evaluation of Proposals submitted for the Fire District Support Services RFP# FY14-FD-02.	10/18/13	Evaluation Committee members reviewed and scored proposals submitted in response to the RFP
<p>SUMMARY OF AWARD RECOMMENDATION <i>The proposal submitted by FENIX FIRE SERVICES, LLC, received the high score and is therefore recommended as the finalist to be awarded the contract for Fire District Support Services. The proposal submitted by FENIX FIRE SERVICES, LLC, was comprehensive including documentation of extensive experience, knowledge, and understanding of the Fire District Support Services needs of Sandoval County. FENIX FIRE SERVICES, LLC, also provided all of the documentation requested in the Request for Proposals.</i></p>		

Names of Evaluation Committee Members:

**JAMES MAXON
MELINDA FOSTER
JESS LEWIS**

RECOMMENDED OFFEROR: FENIX FIRE SERVICES, LLC.

Liz Otten  10/18/13
Printed Name and Signature of Procurement Officer **Date**