City of Albuquerque

Department of Family and Community Services

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CITY OF ALBUQUERQUE
2005 MAR 14 PM 4:00

Martin Chávez, Mayor

INTER-OFFICE MEMORANDUM **Date:** 9 March 2005

TO: James Lewis, Chief Administrative Officer

FROM: Valorie Vigil, Director, Family and Community Services Department

SUBJECT: Recommendation of Award: RFP05-019-SV, "Property Management Services

The City of Albuquerque Department of Finance and Administrative Services, Purchasing Division, issued the subject Request for Proposals (RFP) for Family and Community Services Department.

The RFP was posted on the Purchasing Web Site and advertised in the local newspapers. Eight Request for Proposals were sent to interested vendors. One company attended the mandatory pre-proposal conference. One response was submitted for evaluation.

The ad hoc evaluation committee reviewed, evaluated and scored the response, in accordance with the evaluation criteria published in the RFP. The committee unanimously recommends award of contract to Monarch Properties, Inc. Monarch is a local company and has agreed to participate in community involvement program.

The respondent's composite score: 4785 Average Score out of a possible 1000: 957

Fund Source: The Apartments Fund, which is an Enterprise Fund

I concur with the ad hoc committee's recommendation. The Department will begin contract negotiations immediately upon your approval.

Per the City Purchases Ordinance, this recommendation will be forwarded to City Council for final approval.

Approved:

James B. Lewis 3/14/05
James B. Lewis (Date)
Chief Administrative Officer

Recommended:

Ed Adams 3-11-05
Ed Adams (Date)
Chief Operations Officer

VV/sv

Original: Sandra Vescovi, Contract Section Supervisor, Purchasing Division, DFAS
File: RFP05-013-SV