

LEGAL NOTICE

ADMINISTRATION AND OPERATION OF A WINTER SHELTER FOR STREET INEBRIATES, "THE ROOF" LETTERS OF INTEREST

The City of Farmington, New Mexico is seeking companies interested in providing a shelter available to any adults (over 18 yrs.), including homeless people who may be inebriated, requesting assistance and shelter from the winter elements on the condition they abide by the operating procedures of the facility and direction provided by the staff of the shelter. The shelter services "The Roof," are currently provided by The Salvation Army. The City will provide a facility for "The Roof" operation throughout the period of this agreement. The City will pay for the utilities used at "The Roof" facility (water, gas, electric, sewer and sanitation) excluding telephone. It shall be the responsibility of the awarded Offeror ("Contractor") to keep the premises of "The Roof" in a clean and habitable condition. Any maintenance required on the building shall be performed by the City.

Projected dates of operation will be from November 01, 2008 through March 31, 2009 (five months) depending on the weather. The hours of operation shall be from 7:00 p.m. to 7:00 a.m. seven days a week. Staffing recommendations are a minimum of three: Two staff members remaining at the shelter throughout the hours of operation and one staff member making periodic vehicular "sweeps" of areas known to be frequented by intoxicated "street" people.

The City wishes to contract for services covering a three-year period, November 1, 2008 through March 31, 2011, subject to appropriation of funding by the City Council. The dates of operation for each year will be from November 1st through March 31st.

The City of Farmington will provide a van for the use of the Contractor during the period of "The Roof" operation. The City will provide all vehicle maintenance and fuel for this vehicle. The Contractor must ensure all drivers are licensed and insured according to New Mexico State laws. The Contractor shall provide a driver for a vehicle supplied by the City of Farmington and shall utilize said vehicle to attempt to locate individuals requiring the services to be provided under this agreement and shall transport them to the shelter. However, the Contractor shall only transport those individuals who are willing to be so transported.

The Contractor must provide the City a weekly accounting of expenses in a manner to be determined between City and Contractor. The Contractor shall also provide a weekly log of patrons to the City in a format to be determined between the City and the Contractor.

The Contractor agrees to promptly notify the Farmington Police Department should the behavior of any individual seeking to avail himself or herself of the services pose a danger to staff or other patrons. Additionally, Contractor shall notify emergency medical personnel should immediate medical attention be required.

Patrons with known life threatening medical conditions should not be accepted and should be referred to the Farmington Police Department. Once the patron is admitted into the shelter they will be assigned a blanket and allowed to sleep on a mattress which has been placed on the floor. Patrons, once granted entry, may not leave the facility and re-enter. Patrons are not permitted visitors during their stay at the facility. Patrons may leave the facility at any time, for any reason. Restroom facilities will be available for staff and patrons. Patrons will be allowed to sleep or remain passive until morning at which time the facility will be emptied of all patrons. All patrons must be out of "The Roof" facility no later than 8:00 a.m. Any patrons wishing to eat or seek counseling for drug or alcohol treatment must receive such services outside "The Roof" facility. "The Roof" facility is not equipped for public feeding or counseling services.

It is anticipated that a competitive solicitation could be released October 2008.

If your firm is interested in participating in the competitive solicitation process please submit your letter of interest by 5:00 p.m. on September 23, 2008. Interested firms shall send their notifications in writing to the attention of Denise Gibson, Buyer I, City of Farmington, Central Purchasing, 800 Municipal Drive, Farmington, NM 87401.

The City reserves the right to reject any and/or all Letters of Interest, to waive technicalities, to re-advertise, to proceed otherwise when the best interest of said City will be realized hereby.

City of Farmington, New Mexico

By: *Dianne Fuhrman*
City Clerk

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