



# CITY OF LONG BEACH

# C-13

DEPARTMENT OF FINANCIAL MANAGEMENT

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October 2, 2007

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

## RECOMMENDATION:

Adopt Specifications No. PA-03107 and award a contract to Orange Mirror and Glass to furnish and deliver window glass, in the estimated amount of \$125,000 plus a 10 percent contingency for a period of one year, with the option to renew for two additional one-year periods, at the discretion of the City Manager. (Citywide)

## DISCUSSION

City Council approval is requested to enter into an annual contract for furnishing and delivering window glass and glass replacement services.

The Harbor Department and Public Works Department will utilize this contract to support emergency glass repair requirements on large construction projects. Various departments such as Police, Library, Health and Parks, Recreation & Marine have need for emergency glass repair due to breakage resulting from accidental or criminal destruction.

The bid was advertised on August 10, 2007, and 12 potential bidders specializing in window glass were notified of the bid opportunity; three are Minority-owned Business Enterprises (MBEs), one is a Woman-owned Business Enterprises (WBE), two are Long Beach businesses, and two are certified Small Business Enterprises (SBEs). The bid document was made available from the Purchasing Division, located on the Plaza Level of City Hall, and the Division's website at [www.longbeach.gov/purchasing](http://www.longbeach.gov/purchasing). A bid announcement was also included in the Purchasing Division's weekly update of Open Bid Opportunities, which is sent to 31 local, minority, and women's business groups. Bids were opened on August 24, 2007. Orange Mirror and Glass, of Orange, CA, is the lowest responsible bidder.

This item was reviewed by Deputy City Attorney Lori A. Conway on August 6, 2007, and Budget and Performance Management Bureau Manager David Wodynski on September 19, 2007.

TIMING CONSIDERATIONS

City Council action to adopt Specifications No. PA-03107 and award a contract concurrently is requested on October 2, 2007 to ensure the new contract is in place expeditiously. The current contract expired October 1, 2007; however there is an interim mechanism in place.

FISCAL IMPACT

The cost of this contract, in the estimated amount of \$125,000 annually, is budgeted by various participating departments and is based on historical expenditures. The City will have the option of adding expenditures up to 10 percent (or \$12,500 annually) above the requested contract amount.

SUGGESTED ACTION:

Approve recommendation.


Respectfully submitted,



LORI ANN FARRELL  
ACTING DIRECTOR OF FINANCIAL MANAGEMENT

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APPROVED:



PATRICK H. WEST  
CITY MANAGER