



CITY OF LONG BEACH

DEPARTMENT OF FINANCIAL MANAGEMENT

C-9

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August 18, 2015

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Adopt Specifications No. ITB LB15-007 and authorize the City Manager to execute contracts with West-Lite Supply Company, Inc., of Cerritos, CA., and Spot Lighting Supplies, Inc., of Long Beach, CA., for as-needed lamps and lighting fixtures, in an aggregate annual amount not to exceed \$275,000, for a period of two years, 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 contracts with West-Lite Supply Company, Inc., and Spot Lighting Supplies, Inc., for furnishing and delivering lamps and lighting fixtures. A split award is recommended to ensure that the City is provided with the lowest pricing and that availability of the required inventory is provided to the City. The requested annual aggregate contract amount of \$275,000 will support the combined annual requirements of all user departments Citywide and the cost of LED replacement lamp integration throughout the City. This amount also includes the high costs of rare-earth materials used to manufacture lamps and lighting fixtures.

The bid was advertised in the Press-Telegram on June 16, 2015, and 4,383 potential bidders specializing in lamps and lighting fixtures were notified of the bid opportunity. Of those bidders, 67 downloaded the bid document via our electronic bid system. The bid document was made available from the Purchasing Division, located on the seventh floor of City Hall and the Division's website at 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 30 local, minority and women-owned business groups. Five bids were received on June 30, 2015. Of those bidders, none were Minority-owned Business Enterprises (MBEs), one was a Women-owned Business Enterprise (WBE), one was a certified Small Business Enterprise (SBE), one was a Disadvantaged Business Enterprise (DBE), and one was a Long Beach business (Local). West-Lite Supply Company, Inc., of Cerritos, CA (WBE; not an MBE, SBE, DBE, or Local), and Spot Lighting Supplies, Inc., of Long Beach, CA (SBE and Local; not an MBE, WBE or DBE), were the lowest responsible bidders.

Local Business Outreach

In an effort to align with our outreach goal, Long Beach businesses are encouraged to submit bids for City contracts. The Purchasing Division assists businesses with registering on the Bids Online database to download bid specifications. Through outreach, 389 Long Beach vendors were notified to submit bids, of which six downloaded and one submitted a bid. The Purchasing Division is committed to continuing to perform outreach to local vendors to expand the bidder pool.

This matter was reviewed by Deputy City Attorney Amy R. Webber on July 22, 2015 and by Budget Management Officer Victoria Bell on July 27, 2015.

TIMING CONSIDERATIONS

City Council action to adopt Specifications No. ITB LB15-007 and award contracts concurrently is requested on August 18, 2015, to ensure that the contracts are in place expeditiously.


FISCAL IMPACT

Sufficient funds to cover the annual combined amount not to exceed \$275,000 are budgeted in various departments and funds. The award of these contracts will provide continued support to our local economy by assisting in the preservation of employment for seven full-time employees residing in Long Beach.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



JOHN GROSS
DIRECTOR OF FINANCIAL MANAGEMENT

APPROVED:



PATRICK H. WEST
CITY MANAGER