



CITY OF LONG BEACH

DEPARTMENT OF FINANCIAL MANAGEMENT

C-7

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August 16, 2016

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Adopt Specifications No. ITB LB16-139 and award contracts to Extreme Safety, Inc., of Carson, CA, and Empire Safety, dba Empire Safety & Supply, of Long Beach, CA, for furnishing and delivering first aid kits and safety items on an as-needed basis, in an annual aggregate amount not to exceed \$200,000, 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 Extreme Safety, Inc., and Empire Safety & Supply (Empire Safety) for the as-needed purchase of first aid kits and safety items. The purchases provide Occupational Safety and Health Administration (OSHA) required first aid kits and personal protection supplies to ensure a safe and healthful workplace for City employees. The award represents the combined annual requirements as estimated by various City department users. The Purchasing Division determined that the City would get the best pricing between the two vendors. Additionally, it would be in the best interest of the City to award to two vendors to ensure product availability and adequate delivery of critical first aid kits and safety items and complying with OSHA safety and health standard without relying on only one supplier.

The bid was advertised in the Long Beach Press-Telegram on April 29, 2016, and 1,032 potential bidders specializing in safety items and supplies were notified of the bid opportunity. Of those bidders, 53 downloaded the bid via the City's electronic bid system. The bid document was made available from the Purchasing Division, located on the seventh floor of City Hall, and the Purchasing 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 22 business groups that represent local, minority and women-owned businesses. Five bids were received on May 24, 2016. Of those five bidders, one was a Minority-owned Business Enterprise (MBE), two were Women-owned Business Enterprises (WBEs), three were certified Small Business Enterprises (SBEs), and one was a Long Beach business (Local). Extreme Safety, Inc. of Carson, CA (an SBE, MBE, WBE, not Local) and Empire Safety, of Long Beach, CA (an SBE, WBE, Local, not an MBE), were the lowest responsive 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 also assists businesses with registering on the Bids Online database to download bid specifications. Through outreach, 83 Long Beach vendors were notified of the bid opportunity, of which four 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 August 1, 2016, and by Assistant Finance Director Lea Eriksen on July 25, 2016.

TIMING CONSIDERATION

City Council action to adopt Specifications No. ITB LB16-139 and award contracts concurrently is requested on August 16, 2016, to ensure that the contracts are in place expeditiously.


FISCAL IMPACT

The total annual aggregate amount will not exceed \$200,000, and is budgeted in various funds and departments. The award of these contracts will provide continued support to our local economy by assisting in the preservation of employment for six 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