

# R-14

February 15, 2022

HONORABLE MAYOR AND CITY COUNCIL

City of Long Beach

California

## RECOMMENDATION:

Adopt a Resolution authorizing the City Manager, or designee, to execute a contract, and any necessary documents including subsequent amendments, with Office Depot, Inc., of Cincinnati, OH, for furnishing and delivering custodial supplies, on the same terms and conditions afforded to Region 4 Education Service Center (ESC), of Texas, through Omnia Partners, in an annual amount of \$2,000,000, with a 10 percent contingency of \$200,000, for a total annual contract amount not to exceed \$2,200,000, until the Omnia Partners contract expires on January, 31, 2025, with the option to renew for as long as the Omnia Partners contract is in effect, at the discretion of the City Manager. (Citywide)

## DISCUSSION

City Council approval is requested to enter into a contract with Office Depot, Inc. (Office Depot), for furnishing and delivering custodial supplies, including, but not limited to, mops and towels, restroom supplies, and cleaning products, to various City of Long Beach (City) Departments.

The Purchasing Division of the Financial Management Department investigated procurement options for custodial supplies and learned that several agencies had completed an open, fair, transparent, and competitive procurement process. The City reviewed four cooperative agreement options for custodial supplies. Office Depot (not a Minority-owned Business Enterprise (MBE), Women-owned Business Enterprise (WBE), Small Business Enterprise (SBE), or Long Beach vendor) was chosen for their competitive pricing, service levels, breadth of product offerings, and local impact. Office Depot also offers a rebate incentive up to 5 percent of the City's annual spend. Additionally, the City has an existing tax sharing agreement with the City of Signal Hill for a portion of sales and use tax revenues generated through Office Depot's E-commerce center. Through that agreement, the City may be able to maximize the capture of a portion of the sales tax revenue expended via this contract.

City Charter Section 1802 provides an alternate procurement method by permitting the City to purchase or otherwise obtain services, supplies, materials, equipment and labor with other government agencies by purchasing under their contracts on a voluntary and selective basis when authorized by a Resolution of the City Council.

HONORABLE MAYOR AND CITY COUNCIL

February 15, 2022

Page 2

This matter was reviewed by Deputy City Attorney Anita Lakhani on January 26, 2022, Business Services Bureau Manager Tara Mortensen on January 24, 2022, and by Revenue Management Officer Geraldine Alejo on January 28, 2022.

TIMING CONSIDERATIONS

City Council action to adopt a Resolution and award a contract concurrently is requested on February 15, 2022, to ensure the contract is in place expeditiously.

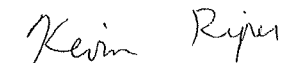
FISCAL IMPACT

The annual contract amount will not exceed \$2,200,000, inclusive of a 10 percent contingency. The cost for this contract is budgeted in various fund groups and departments. This recommendation has no staffing impact beyond the normal budgeted scope of duties and is consistent with existing City Council priorities. This contract will provide continued support to our local economy by assisting in the preservation of employment for 16 employees residing in Long Beach.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



KEVIN RIPER

DIRECTOR OF FINANCIAL MANAGEMENT

ATTACHMENT - RESOLUTION

APPROVED:



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THOMAS B. MODICA  
CITY MANAGER

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LONG BEACH AUTHORIZING THE CITY MANAGER TO PURCHASE CUSTODIAL SUPPLIES FROM OFFICE DEPOT, INC. ON THE SAME TERMS AND CONDITIONS AFFORDED TO REGION 4 EDUCATION SERVICE CENTER, THROUGH OMNIA PARTNERS, IN AN ANNUAL AMOUNT OF \$2,000,000, WITH A 10% CONTINGENCY OF \$200,000, FOR A TOTAL ANNUAL CONTRACT AMOUNT NOT TO EXCEED \$2,200,000, UNTIL THE OMNIA PARTNERS CONTRACT EXPIRES ON JANUARY, 31, 2025, WITH THE OPTION TO RENEW FOR AS LONG AS THE OMNIA PARTNERS CONTRACT IS IN EFFECT, AT THE DISCRETION OF THE CITY MANAGER

WHEREAS, the Charter of the City of Long Beach (the "City"), Section 1802, permits the City to purchase services, supplies, materials, equipment and labor with other government agencies by purchasing under their contracts on a voluntary and selective basis when authorized by resolution; and

WHEREAS, the City desires to purchase custodial supplies; and

WHEREAS, the Region 4 Education Service Center through Omnia Partners has a Contract with Office Depot, Inc. for the purchase of custodial supplies, Contract No. R162102 ("Omnia Contract"); and

WHEREAS, the City's participation in the Omnia Contract will facilitate acquisition of the custodial supplies as well as provide considerable cost benefits to the City; and

WHEREAS, if the City had to go to formal bid rather than participate in the

1 Omnia Contract considerably more funds would be required;

2 NOW, THEREFORE, the City Council of the City of Long Beach resolves as  
3 follows:

4 Section 1. The above recitals are true and correct and are incorporated  
5 herein by this reference.

6 Section 2. The City Manager of the City is hereby authorized to enter an  
7 agreement with Office Depot, Inc., to purchase custodial supplies of substantially the  
8 same type and kind purchased by the Region 4 Education Service Center through Omnia  
9 Partners pursuant to the Omnia Contract except as modified by mutual agreement of the  
10 City and Office Depot, Inc., and the purchase by the City shall be on the same terms and  
11 conditions afforded to the Region 4 Education Service Center through Omnia Partners in  
12 an annual amount of Two Million Dollars (\$2,000,000), with a ten percent (10%)  
13 contingency of Two Hundred Thousand Dollars (\$200,000), for a total annual contract  
14 amount not to exceed Two Million Two Hundred Thousand Dollars (\$2,200,000) including  
15 tax and shipping, until the Omnia Partners contract expires on January 31, 2025, with the  
16 option to renew for as long as the Omnia Partners contract is in effect, at the discretion of  
17 the City Manager.

18 Section 3. This resolution shall take effect immediately upon its adoption  
19 by the City Council, and the City Clerk shall certify the vote adopting this resolution.

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OFFICE OF THE CITY ATTORNEY  
CHARLES PARKIN, City Attorney  
411 West Ocean Boulevard, 9th Floor  
Long Beach, CA 90802

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I hereby certify that the foregoing resolution was adopted by the City  
Council of the City of Long Beach at its meeting of \_\_\_\_\_, 2022  
by the following vote:

Ayes: Councilmembers: \_\_\_\_\_

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Noes: Councilmembers: \_\_\_\_\_

\_\_\_\_\_

Absent: Councilmembers: \_\_\_\_\_

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Recusal(s): Councilmembers: \_\_\_\_\_

\_\_\_\_\_

City Clerk