



CITY OF LONG BEACH

R-21

DEPARTMENT OF FINANCIAL MANAGEMENT

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January 19, 2010

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Adopt Specifications PA-03009 and award a contract to P&R Paper Supply Company, to provide custodial paper products, in the amount of \$450,000 for the period of one year, with the option to renew for one additional year, at the discretion of the City Manager. (Citywide)

DISCUSSION

City Council approval is being requested to enter into an annual contract to provide custodial paper products to support ongoing custodial maintenance needs at various City facilities. The contract combines the estimated requirement for all facilities in order to secure pricing at the highest volume discount available.

In an effort to increase the City's procurement of environmentally preferable custodial products, a section of the bid document was developed in accordance with the standards outlined by the U.S. Environmental Protection Agency for recycled paper products.

An invitation to bid was advertised in the Press-Telegram on August 21, 2009, and 179 potential bidders specializing in custodial paper products were notified. 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 on Open Bid Opportunities, which is sent to 30 women's, minority and local business groups. Fifteen potential bidders attended the Bidder's Conference and eight bids were received and publicly opened on September 17, 2009. Of those eight bidders, one is a Woman-owned Business Enterprise (WBE), one is a Minority-owned Business Enterprise (MBE) and one is a certified Small Business Enterprise (SBE). P&R Paper Supply Company, of Redlands, CA (not a WBE, MBE, SBE or a Local) is the lowest responsible bidder.

Local Business Outreach

When the bid was advertised, Purchasing Division staff individually researched the four Long Beach businesses that are registered to receive bid notifications for this commodity. In addition, we reviewed a number of other local resources in an attempt to find additional suppliers, but were unable to find a provider that specialized in custodial paper products. Our outreach goal during the bid process is to encourage Long Beach businesses to take advantage of local preferences offered by the City and submit bids for City contracts. We assist businesses with registering on our Bids Online database to download the bid specifications. Of the four Long Beach businesses registered, it was determined that these vendors did not specialize in the core commodities this bid document sought.

This matter was reviewed by Deputy City Attorney Amy R. Burton on December 17, 2009 and Budget and Performance Management Bureau Manager David Wodynski on December 23, 2009.

SUSTAINABILITY

In keeping with the City's Green Purchasing Policy, the bid specifications asked bidders to provide products that are environmentally-friendly, organic, plant-based, and refillable or reusable when applicable. The selected contractor provides the following benefits:

- **Environmental benefits** – Using products with high post-consumer content, post-consumer fibers are recovered from paper that was previously used by consumers and would otherwise have been dumped into a landfill or an incinerator.
- **Energy security benefits** – Paper products are bleached to make them whiter and brighter, but chlorine used in many bleaching processes contributes to the formation of harmful chemicals that wind up in the air and water and are highly toxic to people and fish. Product options include those that are labeled totally chlorine-free (TCF), processed chlorine-free (PCF), or in some cases, elemental chlorine-free (ECF) may be acceptable.
- **Economic benefits** – To reduce the City's carbon footprint and wear on the City's infrastructure, a reduced delivery schedule that maintains service to the City without having to provide daily service coordinates multiple orders and reduces truck trips.
- **Quality benefits** - With the increase in use and availability of green products, many improvements have been made to their cleaning capabilities. The quality of many green products is comparable to competitor products.

TIMING CONSIDERATIONS

City Council action to adopt Specifications PA-03009 and award the contract is requested on January 19, 2010 to ensure that the contract is in place expeditiously. An interim contract was implemented to maintain service continuity and will expire January 1, 2010.

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FISCAL IMPACT

The cost of this contract, in the estimated amount of \$450,000, is included in the adopted budgets of various departments and funds.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,




LORI ANN FARRELL

DIRECTOR OF FINANCIAL MANAGEMENT/CFO

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APPROVED:


PATRICK H. WEST
CITY MANAGER