

CITY OF LONG BEACH R-13

DEPARTMENT OF FINANCIAL MANAGEMENT

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April 1, 2014

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Authorize the City Manager to execute all documents necessary to amend Contract No. 32604 with Fastenal Company, a Long Beach-based business (Local; not an MBE, WBE or SBE), for furnishing and delivering custodial paper products and janitorial cleaning supplies, to increase the contract amount by \$400,000, to \$1,120,000 for the period ending May 29, 2014, for a total three-year contract amount not to exceed \$3,560,000. (Citywide)

DISCUSSION

City Council approval is being requested to authorize the City Manager to execute an amendment to the contract with Fastenal Company in order to accommodate the City's increased needs during the first renewal term ending May 29, 2014. The contract with Fastenal Company is utilized by various departments citywide for furnishing and delivering custodial paper products and janitorial cleaning supplies to support ongoing custodial maintenance needs. When the Contract was awarded on April 3, 2012, contract specifications were expanded to include both custodial paper products and janitorial cleaning supplies in an effort to streamline order processing and encourage cost savings. Specifications underestimated the amount required and sites were added after the contract was awarded, thereby increasing the amount of necessary supplies. On January 22, 2013, City Council approved an amendment to Contract No. 32604 to increase contractual authority for the period ending May 29, 2013, by \$500,000, and also for the second renewal period ending May 29, 2015; however, a similar increase in purchasing authority for the first renewal period was inadvertently omitted. Therefore, an additional \$400,000 is needed to continue to maintain City facilities, including park restrooms, and the Long Beach Airport stocked with supplies through the current renewal period ending on May 29, 2014.

This matter was reviewed by Deputy City Attorney Amy R. Webber on March 5, 2014 and by Budget Management Officer Victoria Bell on March 12, 2014.

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TIMING CONSIDERATIONS

City Council action to amend Contract No. 32604 is requested on April 1, 2014 to ensure an adequate inventory of supplies.

FISCAL IMPACT

The revised contract cost of \$1,120,000 will be managed within current appropriation in various funds of various City departments. The continuation of this contract will provide continued support to our local economy by assisting in the preservation of ten full-time employees residing in Long Beach.

SUGGESTED ACTION:

Approve recommendation.


Respectfully submitted,



JOHN GROSS
DIRECTOR OF FINANCIAL MANAGEMENT

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APPROVED:



PATRICK H. WEST
CITY MANAGER