

December 13, 2022

C-11

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 any necessary subsequent amendments, with West Enterprises Inc., DBA Uniglobe Travel Designers, of Columbus, OH, for as-needed travel management, travel expense management, and related services, on the same terms and conditions afforded to the Region 4 Education Service Center (ESC) through Omnia Partners, in a total annual amount of \$250,000, with a 20 percent contingency of \$50,000, for a total annual contract not to exceed \$300,000, until the Omnia Partners contract expires on November 30, 2024, 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 West Enterprises Inc., DBA Uniglobe Travel Designers (Uniglobe) for delivering as-needed travel management, travel expense management, and related services.

A Request for Information (RFI) was issued on October 31, 2022, to solicit information from Travel Agencies registered to do business in the State of California, who might be interested in providing travel services to employees for official City of Long Beach (City) business travel. There were 16 potential vendors specializing in Travel Agent Services notified of this opportunity, of which 3 were Long Beach Local vendors. Outreach was conducted via email, phone call and Long Beach Buys, the City's bidding platform. There were no responses received as a result of this targeted outreach, apparently in part due to many travel agencies already having more business than they can handle.

The Purchasing Division of the Financial Management Department researched procurement options for as-needed travel management, travel expense management and related services and discovered other agencies had completed an open, fair, transparent, and competitive procurement process. The City reviewed the cooperative agreement options and determined that the contract between ESC, through Omnia Partners, and Uniglobe provided the best value to the City.

Uniglobe was selected based on their competitive pricing, service level, and breadth of product offerings. Uniglobe is a full service, accredited Travel Management Company that

is Minority-owned Business Enterprise (MBE) and Women-owned Business Enterprise (WBE) certified.

City Charter Section 1802 provides an alternative procurement method by permitting the City to purchase or otherwise obtain services, supplies, materials, equipment, and labor with other governmental agencies. This alternative procurement method can save time and reduce costs through economies of scale by purchasing under existing contracts from other government agencies on a voluntary and selective basis, when authorized by a Resolution adopted by the City Council.

This matter was reviewed by Deputy City Attorney Anita Lakhani on September 21, 2022, Purchasing Agent Michelle Wilson on November 16, 2022, and by Revenue Management Officer Geraldine Alejo on September 13, 2022.

TIMING CONSIDERATIONS

City Council action to adopt a Resolution and award a contract concurrently is requested on December 13, 2022 to ensure the contract is in place expeditiously.

FISCAL IMPACT

The total annual amount of the contract will not exceed \$300,000, including a 20 percent contingency. The contract will be used citywide on an as-needed basis and is budgeted across 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. There is no local job impact associated with this recommendation.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



KEVIN RIPER
DIRECTOR OF FINANCIAL MANAGEMENT

ATTACHMENT – RESOLUTION

..

APPROVED:



THOMAS B. MODICA
CITY MANAGER

1 RESOLUTION NO.
2

3 A RESOLUTION OF THE CITY COUNCIL OF THE
4 CITY OF LONG BEACH AUTHORIZING THE CITY
5 MANAGER TO EXECUTE AN AGREEMENT WITH WEST
6 ENTERPRISES INC. DBA UNIGLOBE TRAVEL
7 DESIGNERS, OF COLUMBUS, OH, FOR AS-NEEDED
8 TRAVEL MANAGEMENT, TRAVEL EXPENSE
9 MANAGEMENT AND RELATED SERVICES, ON THE SAME
10 TERMS AND CONDITIONS AFFORDED TO THE REGION 4
11 EDUCATION SERVICE CENTER (ESC), THROUGH OMNIA
12 PARTNERS IN A TOTAL AMOUNT \$250,000, WITH A 20
13 PERCENT CONTINGENCY OF \$50,000, FOR A TOTAL
14 ANNUAL CONTRACT NOT TO EXCEED \$300,000 UNTIL
15 THE OMNIA PARTNERS CONTRACT EXPIRES ON
16 NOVEMBER 30, 2024, WITH THE OPTION TO RENEW FOR
17 AS LONG AS OMNIA PARTNERS CONTRACT IS IN
18 EFFECT, AT THE DISCRETION OF THE CITY MANAGER
19

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

24 WHEREAS, the City desires to contract for as-needed travel management,
25 travel expense management and related services; and

26 WHEREAS, the Purchasing Division of Financial Management researched
27 procurement options for as-needed travel management, travel expense management and
28 related services and discovered other agencies had completed an open, fair, transparent,

1 and competitive procurement process; and

2 WHEREAS, West Enterprises Inc., DBA Uniglobe Travel Designers, of
3 Columbus, OH has a cooperative agreement with Region 4 Education Service Center
4 (ESC), through Omnia Partners (“Region 4 ESC Contract”) which would provide the best
5 value for as-needed travel management, travel expense management and related
6 services; and

7 WHEREAS, the City’s participation in the Region 4 ESC Contract will
8 facilitate the City’s ability to obtain as-needed travel management, travel expense
9 management and related services as well as provide considerable cost benefits to the City;
10 and

11 WHEREAS, if the City had to utilize a formal bid process rather than
12 participate in the Region 4 ESC Contract, considerably more funds would be required;

13 NOW, THEREFORE, the City Council of the City of Long Beach resolves as
14 follows:

15 Section 1. The above recitals are true and correct and are incorporated
16 herein by this reference.

17 Section 2. The City Manager or designee is hereby authorized to enter an
18 agreement with West Enterprises Inc., DBA Uniglobe Travel Designers, of Columbus, OH
19 of the same type and kind as identified in the Region 4 ESC Contract through Omnia
20 Partners with West Enterprises Inc., DBA Uniglobe Travel Designers, of Columbus, OH,
21 except as modified by mutual agreement of the City and West Enterprises Inc DBA
22 Uniglobe Travel Designers of Columbus, OH. The agreement shall be on the same terms
23 and conditions afforded under the Region 4 ESC Contract in an amount not to exceed Two
24 Hundred Fifty Thousand Dollars (\$250,000), with a twenty percent (20%) contingency of
25 Fifty Thousand Dollars (\$50,000), for a total annual agreement not to exceed Three
26 Hundred Thousand Dollars (\$300,000) until the Omnia Partners contract expires on
27 November 30, 2024, with the option to renew for as long as the Omnia Partners contract
28 is in effect, at the discretion of the City Manager.

OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, City Attorney
411 West Ocean Boulevard, 9th Floor
Long Beach, CA 90802-4664

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

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

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: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

Recusal(s) Councilmembers: _____

City Clerk