



CITY OF LONG BEACH

DEPARTMENT OF PARKS, RECREATION & MARINE

C-6



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September 6, 2016

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Adopt Specifications No. RFP PR16-122 and authorize the City Manager, or designee, to execute a permit with WASH Multifamily Laundry Systems, LLC, of El Segundo, CA, for the provision, installation, maintenance and management of washer and dryer services in Long Beach marinas, for a period of three years, with the option to renew for two additional three-year periods, at the discretion of the City Manager. (Districts 2, 3)

DISCUSSION

City Council approval is requested to issue a permit to WASH Multifamily Laundry Systems, LLC (WASH), for the provision, installation, maintenance and management of washer and dryer services, for use by boat owners and visiting boaters, in Long Beach marinas.

Since 1994 for Shoreline Marina, and 2003 for Alamitos Bay Marina (Marinas), the provision, installation, maintenance and management of Marina coin-operated washers and dryers has been provided by outside vendors under a City of Long Beach-approved revenue sharing contract. As the current permittee's contract was about to expire, a Request for Proposal (RFP) was conducted to locate the best possible provider of washer and dryer services.

The RFP was posted on the City's Bids Online database, and 6,166 potential proposers were notified of the RFP opportunity. Of those proposers, 14 downloaded the RFP via the City's electronic bid system. The RFP 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. An RFP announcement was also included in the Purchasing Division's weekly update of Open Bid Opportunities, which is sent to 22 local, minority and women-owned business groups. In addition, email messages and letters advising of the opportunity were sent to a list of prospective proposers, from local small businesses up to larger commercial vendors, who specialize in laundry services. One proposal was received by the June 8, 2016, deadline. WASH (not an MBE, WBE, SBE or a local business) was the sole proposer. The current vendor's proposal was received after the Purchasing Division's deadline and, therefore, was not eligible for consideration.

Local Business Outreach

In an effort to align with the City's outreach goal, Long Beach businesses are encouraged to submit proposals for City contracts. The Purchasing Division also assists businesses with registering on the Bids Online database to download RFP specifications. Through outreach, 734 Long Beach businesses were notified of the RFP opportunity, of which three downloaded, but none submitted a proposal. The Purchasing Division is committed to continuing to perform outreach to local businesses to expand the vendor pool.

The Department of Parks, Recreation and Marine (PRM) staff reviewed and evaluated the proposal from WASH based on the criteria set forth in the RFP, and determined that WASH met the RFP criteria. Requests for service calls will be taken by a live WASH employee 24 hours a day, seven days a week. WASH is committed to respond to every call for service within 24 working hours. Any machine that receives more than three service calls resulting from mechanical failure within a period of one month will be replaced.

City Council approval is requested to execute a permit with WASH for the provision, installation, maintenance and management of washer and dryer services in Marinas managed by PRM.

The proposed permit contains the following major provisions:

- Initial Term: Three years, October 1, 2016 through September 30, 2019.
- Renewal Options: Two, three-year renewal options at the discretion of the City Manager or designee.
- Permitted Use: Provision, installation, maintenance and management of coin or credit card-operated washers and dryers for use by boat owners and visiting boaters in the Marinas.
- Permit Areas:
Boat owner restroom facilities located at:
 - Alamitos Bay Marina, 6200 Costa Del Sol Way (Basin #8);
 - Shoreline Marina, 250 Shoreline Village Drive (Gangway J);
 - Shoreline Marina, 400 E. Shoreline Drive (Gangway Y).
- Utilities: The City shall provide and pay for all utilities, such as gas, water, electricity and sewer, as these utilities are not separately metered.
- Permit Revenue: WASH shall pay the City 50 percent of gross receipts with a \$10,000 annual minimum.
- Insurance: WASH shall provide proof of insurance as required by the City's Risk Manager.

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This matter was reviewed by Deputy City Attorney Robin Zur Schmiede on August 3, 2016 and by Budget Operations Administrator Grace Yoon on August 5, 2016.

TIMING CONSIDERATIONS

City Council action to adopt Specifications No. RFP PR16-122 and execute a permit concurrently is requested on September 6, 2016, to ensure that the permit is in place expeditiously.

FISCAL IMPACT

Estimated annual revenue in the amount of \$10,000 will accrue to the Tidelands Operations Fund (TF 401) in the Parks, Recreation and Marine Department (PR), and will be used to offset the cost of utilities associated with this service. The award of this permit will provide continued support to our local economy by assisting in the preservation of employment for 16 full-time employees residing in Long Beach.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



MARIE KNIGHT
DIRECTOR OF PARKS, RECREATION AND MARINE



JOHN GROSS
DIRECTOR OF FINANCIAL MANAGEMENT

MK:JG:SS:EH:KB:RL:lh

APPROVED:



PATRICK H. WEST
CITY MANAGER