

C-16

March 17, 2020

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Adopt Specifications No. ITB TI20-013 and award a contract to Bunnell Enterprises, Inc., dba Total Network Solutions, of Long Beach, CA, for as-needed miscellaneous personal computer software, in an annual amount not to exceed \$400,000, with a 10 percent contingency in the amount of \$40,000, for a total annual contract amount not to exceed \$440,000 for a period of one year, with the option to renew for four additional one-year periods, at the discretion of the City Manager; and authorize the City Manager, or designee, to execute all documents necessary to enter into the contract, including any necessary amendments.
(Citywide)

DISCUSSION

City Council approval is requested to enter into a contract with Bunnell Enterprises, Inc., for as-needed miscellaneous personal computer software. The Technology and Innovation Department (TI) will use this contract to purchase various personal computer software, software licenses, and license renewals for users in departments throughout the City upon request.

The bid was advertised in the Long Beach Press-Telegram on December 26, 2019, and 240 potential bidders specializing in personal computer software were notified of the bid opportunity. Of those bidders, 21 downloaded the bid via the City's electronic bid system. The bid document was also made available from the Purchasing Division, located on the sixth 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 of Open Bid Opportunities, which is sent to 29 local, minority-owned, and women-owned business groups. One bid was received on January 28, 2020. The one bidder was not a Minority-owned Business Enterprise (MBE), but was a Woman-owned Business Enterprise (WBE), certified Small Business Enterprise (SBE), and Long Beach business (Local). Bunnell Enterprises, Inc., dba Total Network Solutions, of Long Beach, CA (WBE, SBE and Local), was the sole bidder.

Local Business Outreach

In an effort to align with the City's outreach goal, Long Beach businesses are encouraged to submit bids for City contracts. The Purchasing Division assists businesses with registering on the PlanetBids database to download the bid specifications. Through outreach, 28 Long Beach vendors were notified to submit bids, of which one downloaded and submitted a bid. The Purchasing Division is committed to continuing to perform outreach to local vendors to expand the bidder pool.

This matter was reviewed by Deputy City Attorney Erin Weesner-McKinley on February 24, 2020, Purchasing Agent Tara Yeats on February 20, 2020, and by Budget Management Officer Rhutu Amin Gharib on February 27, 2020.

TIMING CONSIDERATIONS

City Council action to adopt Specifications No. ITB TI20-013 and award a contract concurrently is requested on March 17, 2020, to ensure the contract is in place expeditiously.

FISCAL IMPACT

The total annual contract cost will not exceed \$440,000, which includes a 10 percent contingency. Sufficient appropriation is budgeted in the General Services Fund Group in the Technology and Innovation Department (TI). The expense associated with as-needed software purchases is charged to user departments as purchase requests are processed by TI. This recommendation has no staffing impact beyond the normal budgeted scope of duties and is consistent with existing City Council priorities. The award of this contract will provide continued support to our local economy by assisting in the preservation of employment for eight full-time employees residing in Long Beach.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



LEA D. ERIKSEN
DIRECTOR OF TECHNOLOGY AND INNOVATION

APPROVED:



THOMAS B. MODICA
ACTING CITY MANAGER