



CITY OF LONG BEACH

DEPARTMENT OF FINANCIAL MANAGEMENT

C-4

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July 19, 2016

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Adopt Specifications No. ITB FS16-104 and award a contract to United Rotary Brush Corporation, of Pomona, CA, to provide as-needed street sweeper brooms and related parts and accessories, in an annual amount not to exceed \$175,000, for a period of two years, with the option to renew for two additional one-year periods, at the discretion of the City Manager. (Citywide)

DISCUSSION

City Council approval is requested to enter into a contract with United Rotary Brush Corporation for the as-needed purchase of street sweeper brooms and related parts and accessories necessary to support the Department of Public Works, Environmental Services Bureau's (ESB) street sweeper equipment.

The Department of Financial Management, Fleet Services Bureau, maintains, repairs and furnishes replacement sweeper brooms for 21 street sweepers operated by ESB, as part of the City's fleet maintenance program. Award of this contract does not commit the City to purchasing brooms. Rather, this request puts into place the authority to purchase replacement brooms in the event they are needed so that there is no significant inventory or cost waste.

The bid was advertised in the Long Beach Press-Telegram on February 26, 2016, and 1,170 potential bidders specializing in automotive parts and other products and services were notified of the bid opportunity. Of those bidders, 16 downloaded the bid via the City's electronic bid system. The bid documents were 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 of Open Bid Opportunities, which is sent to 22 business groups that represent local, minority, and women-owned businesses. One bid was received on April 26, 2016. United Rotary Brush Corporation, of Pomona, CA, not a Minority-owned Business Enterprise (MBE), Women-owned Business Enterprise (WBE), certified Small Business Enterprise (SBE), or a Long Beach business (Local), was the sole responsible 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 also assists businesses with registering on the Bids Online database to download bid specifications. Through outreach, 164 Long Beach vendors were notified to submit bids, of which none downloaded or 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 Monica J. Kilaita on June 23, 2016, and by Assistant Finance Director Lea Eriksen on June 28, 2016.

SUSTAINABILITY

The effective and continuous cleaning of the City's streets reduces the amount of contaminants emitted into the City's beaches and waterways. Discarded and used sweeper brooms can be reused or recycled by the vendor. Steel bristles on brooms no longer contain petroleum oils to prevent rust on the brushes that could leech onto roadways.

TIMING CONSIDERATIONS

City Council action to adopt Specifications No. ITB FS16-104 and award a contract with United Rotary Brush Corporation on July 19, 2016, will ensure replacement street sweeper brooms are available when needed.

FISCAL IMPACT

The total purchase amount will not exceed \$175,000 per year and is budgeted in the Fleet Services Fund (IS 386) in the Financial Management Department (FM). Replacement part charges are billed to user departments through the monthly Fleet MOU. There is no local job impact associated with this recommendation.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



**JOHN GROSS
DIRECTOR OF FINANCIAL MANAGEMENT**

APPROVED:



**PATRICK H. WEST
CITY MANAGER**