

August 8, 2023

C-22

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Adopt Specifications No. RFP AP-22-122 and award a contract to Elite Line Services, of Carrollton, TX, to perform maintenance, repair and support of the baggage handling system at the Long Beach Airport, in an annual amount of \$1,290,459, authorize a 15 percent contingency in the amount of \$193,569, for a total annual contract amount not to exceed \$1,484,028, for a period of two years, with the option to renew for three 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 subsequent amendments. (Districts 4, 5)

DISCUSSION

City Council approval is requested to enter into a contract with Elite Line Services (ELS), to perform maintenance, repair and support of the baggage handling system (BHS) located at the Long Beach Airport (Airport). The Airport is mandated by federal regulations to maintain and operate a safe, secure, and efficient airport to facilitate air travel services. The Airport's BHS is crucial to meeting these requirements and any lapse in service may adversely impact Airport operations. To ensure that the BHS remains operable with minimal interruption, the Airport requires the full-time services of technicians specifically trained in developing and performing preventive and corrective maintenance for the BHS and its components.

A Request for Proposals (RFP) was advertised in the Long Beach Press Telegram on April 3, 2023, and 50 potential bidders specializing in baggage handling systems were notified of this RFP opportunity. Of those bidders, three downloaded the RFP via the City's electronic bid system. The RFP document was 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 44 local, minority-owned, and women-owned business groups. Three proposals were received on May 18, 2023. Of those three proposers, none were a Minority-owned Business Enterprise (MBE), none were Women-owned Business Enterprises (WBEs), none were certified Small Business Enterprises (SBEs), nor a Long Beach business (Local). The selection committee determined that Elite Line Services of Carrollton, TX (not a MBE, WBE, SBE, nor Local), was the most qualified firm to provide the services.

An evaluation committee comprised of Airport staff reviewed the responsive proposals in accordance with the evaluation criteria, as stipulated by the RFP. The committee selected Elite Line Services based on the firm's relevant experience with comparable contracts, expertise and availability, competent project approach and timeline, conformance with RFP terms, and reasonableness of cost for providing the necessary BHS maintenance services.

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This matter was reviewed by Principal Deputy City Attorney Richard F. Anthony and Purchasing Agent Michelle Wilson on July 17, 2023, and by Budget Analysis Officer Greg Sorensen on July 20, 2023.

TIMING CONSIDERATIONS

City Council action is requested on August 8, 2023, to ensure the contract is in place expeditiously.

FISCAL IMPACT

The total annual amount of the contract will not exceed \$1,484,028, inclusive of a 15 percent contingency. Sufficient appropriation for the first year of the contract is budgeted in the Airport Fund Group in the Airport Department. Subsequent year's appropriation will be processed through the annual budget process. This recommendation has no staffing impact beyond the normal budgeted scope of duties and is consistent with the 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 one full-time employee residing in Long Beach.

SUGGESTED ACTION

Approve recommendation.

Respectfully submitted,



CYNTHIA GUIDRY
DIRECTOR, LONG BEACH AIRPORT

APPROVED:



THOMAS B. MODICA
CITY MANAGER