

C-13

March 7, 2023

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Adopt Specifications No. RFP PW22-092 and award a contract to On-Site Truck Wash, Inc., of Huntington Beach, CA, for providing vehicle washing services on a regular and as-needed basis for City of Long Beach-owned refuse trucks, roll-off trucks, and street sweeping vehicles, in an annual amount not to exceed \$125,000 for the first and second contract years, increasing to \$250,000 annually for the third and fourth contract years, for a total contract amount not to exceed \$750,000, for a period of four years, with the option to renew for three additional one-year periods in an amount of \$250,000 annually, for a total contract amount not to exceed \$1,500,000, 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 On-Site Truck Wash, Inc., to provide vehicle washing services on a regular and as-needed basis for City-owned refuse trucks, roll-off trucks, and street sweeping vehicles in accordance with Department needs and/or availability of funding. Vehicle washing services are a required part of the vehicles' upkeep and service. The contract award amount increases in the third contract year to account for the anticipated increase to the Environmental Services Bureau's number of fleet vehicles.

The Request for Proposals (RFP) was advertised in the Long Beach Press-Telegram on August 18, 2022, and 45 potential proposers specializing in vehicle washing were notified of the RFP opportunity. Of those proposers, eight 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. An RFP announcement was also included in the Purchasing Division's weekly update of Open Bid Opportunities, which is sent to 39 local, minority-owned, and women-owned business groups. There were two proposals received on September 29, 2022. Of those two proposers, none were a Minority-owned Business Enterprises (MBEs), one was a Women-owned Business Enterprise (WBE), and one was a certified Small Business Enterprise (SBE). The selection committee determined that On-Site Truck Wash, Inc., of Huntington Beach, CA (SBE and WBE), was the most qualified firm to provide the services.

The Request for Proposals (RFP) outlined the criteria on how proposals would be evaluated, including organizational capacity and experience, method of approach, communications and reporting and reasonableness of cost. Using these criteria, proposals were evaluated by a committee composed of Public Works staff who determined On-Site Truck Wash, Inc., to be the most qualified to provide the requested services.

Local Business Outreach

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 LB Buys database to download RFP specifications. Through outreach, one Long Beach vendor was notified to submit proposals, of which one downloaded and one submitted a proposal. 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, Vanessa S. Ibarra, on January 19, 2023, Purchasing Agent Michelle Wilson on January 13, 2023, and by Budget Management Officer Nader Kaamouh on January 23, 2023.

TIMING CONSIDERATIONS

City Council action to adopt Specifications No. RFP PW22-092 and award a contract concurrently is requested on March 7, 2023, to ensure the contract is in place expeditiously. Any delay in procuring this service could result in additional vehicle maintenance performed on all City-owned Refuse trucks, Roll-off trucks, and Street Sweeping vehicles.

FISCAL IMPACT

The contract amount will not exceed \$125,000 annually for the first and second contract years and increase to \$250,000 for the third and fourth contract years, for a total contract amount not to exceed \$750,000, for a period of four years, with the option to renew for three additional one-year periods in an annual amount not to exceed \$250,000, for a total contract amount not to exceed \$1,500,000, at the discretion of the City Manager. The cost for this contract is budgeted in both the Refuse and Recycling Fund Group and the General Fund. 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.

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SUGGESTED ACTION:

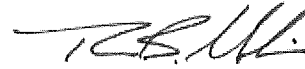
Approve recommendation.

Respectfully submitted,



ERIC LOPEZ
DIRECTOR OF PUBLIC WORKS

APPROVED:



THOMAS B. MODICA
CITY MANAGER