

CITY OF LONG BEACH

DEPARTMENT OF FINANCIAL MANAGEMENT

C-7

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September 4, 2007

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Adopt Specifications No. PA-02607 and award a contract to Unisource, to provide custodial paper products, in an amount not to exceed \$325,000, plus a 10 percent contingency, for a period of one year, with the option to renew for two additional one-year periods, at the discretion of the City Manager. (Citywide)

DISCUSSION

City Council approval is being requested to enter into an annual contract to provide custodial paper products to support ongoing custodial maintenance needs at various City facilities. The contract combines the estimated requirement for all facilities in order to secure pricing at the highest volume discount available.

In an effort to increase the City's procurement of environmentally preferable custodial products, a section of the bid document was developed in accordance with the standards outlined by the U.S. Environmental Protection Agency for recycled paper products.

The bid was advertised on June 6, 2007, and 126 potential bidders specializing in custodial paper products were notified of the bid opportunity; thirty-five are Minority-owned Business Enterprises (MBEs), twenty-two are Women-owned Business Enterprises (WBEs), eight are Long Beach businesses, and twenty-two are certified Small Business Enterprises (SBEs). The bid document was made available from the Purchasing Division located on the Plaza Level of City Hall and the Division's website at www.lbpurchasing.org. A bid announcement was also included in the Purchasing Division's weekly update of Open Bid Opportunities, which is sent to 31 local, minority and women's business groups. Bids were opened on June 26, 2007. Unisource, of La Palma, CA, a MBE is the lowest responsible bidder.

This matter was reviewed by Deputy City Attorney Lori A. Conway on May 31, 2007 and Budget and Performance Management Bureau Manager David Wodynski on August 20, 2007.

TIMING CONSIDERATIONS

City Council action to adopt Specifications No. PA-02607 and award a contract concurrently is requested on September 4, 2007 to ensure that a contract is in place expeditiously.

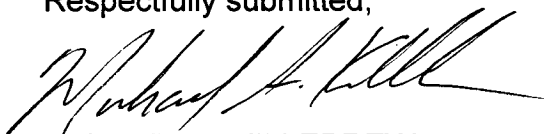
FISCAL IMPACT

The cost of this contract, in the estimated annual amount of \$325,000, is budgeted in the General Fund (GP) of various City departments. This estimate is based on historical expenditures, the increased cost of paper products and the higher cost of recycled material. The term of the contract will be for one year with the option to renew for two additional one-year periods. The City will have the option of adding expenditures up to 10 percent (or \$32,500 annually) above the contract amount.

SUGGESTED ACTION:

Approve recommendation.


Respectfully submitted,



MICHAEL A. KILLEBREW
DIRECTOR OF FINANCIAL MANAGEMENT

MK:KW

APPROVED:



ANTHONY W. BATTS
CITY MANAGER