



CITY OF LONG BEACH

DEPARTMENT OF FINANCIAL MANAGEMENT

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November 3, 2015

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Authorize the City Manager to increase Blanket Purchase Orders No. BPLB15000025 and BPLB15000031 with Fastenal Company, of Long Beach, CA, for providing custodial supplies, by \$550,000, for a total combined amount not to exceed \$748,000, and extend the term of the purchase orders to January 31, 2016. (Citywide)

DISCUSSION

City Council approval is requested to authorize the City Manager to execute amendments to the interim purchase orders with Fastenal Company, to purchase custodial products, including cleaning supplies and paper products for all City departments.

On April 3, 2012, the City Council awarded a one-year contract to Fastenal Company with the option to renew for two additional one-year periods, for a recycled paper supplies and environmentally-sustainable custodial supplies program, in an annual amount not to exceed \$720,000, with an expiration date of May 29, 2015. Fastenal Company is currently providing custodial supplies under two interim purchase orders for \$99,000 each, for the term May 30, 2015 to November 30, 2015, issued pursuant to City purchasing guidelines.

The proposed amendment will provide adequate time for the Purchasing Division to complete a formal procurement process. To ensure continuity of delivery of products until a new contract is in place, it is requested that the interim purchase orders be extended until January 30, 2016 with an increase in additional purchasing authority in a combined amount of \$550,000, for a total aggregate amount not to exceed \$748,000. The Purchasing Division anticipates the new contract award being presented to the City Council in December 2015.

This matter was reviewed by Deputy City Attorney Amy R. Webber on October 12, 2015 and by Budget Management Officer Victoria Bell on October 19, 2015.

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TIMING CONSIDERATIONS

City Council action is requested on November 3, 2015, to ensure that the purchase orders can be extended and additional funds are in place expeditiously, so products can continue to be purchased without interruption.

FISCAL IMPACT

The combined amount of \$550,000, for a total combined amount not to exceed \$748,000, is budgeted in various City departments and funds. The approval of this action will provide continued support to our local economy by assisting in the preservation of four full-time employees residing in Long Beach with employment.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



JOHN GROSS
DIRECTOR OF FINANCIAL MANAGEMENT

JG:JMcD:AT
K:\Exec\Council Letters\Purchasing\11-03-15 ccl - Amend PO with Fastenal Company (add \$ and extend term).doc

APPROVED:



PATRICK H. WEST
CITY MANAGER