



CITY OF LONG BEACH

DEPARTMENT OF FINANCIAL MANAGEMENT

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January 20, 2015

HONORABLE MAYOR AND CITY COUNCIL

City of Long Beach
California

RECOMMENDATION:

Authorize the City Manager to enter into an agreement with Tait Environmental Services, Inc., of Santa Ana, CA, to provide Underground Storage Tank (UST) consulting and project management services, in an annual amount not to exceed \$240,000, for a period of one year starting January 1, 2015, 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 an annual contract with Tait Environmental Services, Inc. (Tait), for providing UST consulting and project management services. Due to the sensitive and complex nature of the UST program, the Department of Financial Management, Fleet Services Bureau, has been working with outside contractors with specialized knowledge of regulations and operational procedures for fuel sites with underground storage tanks for many years. An RFP was advertised in FY13 for UST consulting, training, and project management. After evaluation of the bid submittals, the award was split between Tait and another company. Due to performance concerns, later in the same year, the contracts were consolidated with Tait as the award recipient.

Costs for these services were originally estimated at \$150,000 per year and a purchase order was issued pursuant to Chapter 2.84.010 of the Long Beach Municipal Code. Due to the number of UST projects currently underway, continuing compliance requirements with the State of California Water Control Board, and the complicated nature of the UST information, the Department of Financial Management wishes to maintain continuity in compliance and continue using Tait Environmental Services rather than developing a new Request for Proposals at this time. The estimated cost for annual service is \$240,000.

A Request for Proposals (RFP) was advertised in the Press-Telegram on March 27, 2013, and 2,841 potential bidders specializing in UST consulting, training and project management services were notified of the RFP opportunity. Of those proposers, 96 downloaded the RFP document via our electronic bid system. The RFP document was made available from the Purchasing Division, located on the seventh 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 30 local, minority and women-owned business groups. Four proposals were received on April 10, 2013. Of those

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four proposals, none were Minority-owned Business Enterprises (MBEs), none were Women-owned Business Enterprises (WBEs), one was a certified Small Business Enterprise (SBE), and three were Long Beach businesses (Local).

Local Business Outreach

In an effort to align with our outreach goal, Long Beach businesses are encouraged to submit proposals for City contracts. The Purchasing Division also assists businesses with registering on the Bids Online database to download RFP specifications. Through outreach, 360 Long Beach vendors were notified to submit proposals, of which nine downloaded and three 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 Kendra L. Carney and by Budget Management Officer Victoria Bell on January 5, 2015.

SUSTAINABILITY

Diligent monitoring and oversight by City staff and knowledgeable professionals is critical to ensuring that the petroleum fuel in the City's USTs does not cause environmental contamination.

TIMING CONSIDERATIONS

City Council action to authorize the City Manager to enter into an agreement with Tait for UST consulting and project management services is requested on January 20, 2015 to ensure that a contract is in place expeditiously.

FISCAL IMPACT

Contract costs will not exceed \$240,000 annually. Sufficient funds are budgeted in the Fleet Services Fund (IS 386) in the Financial Management Department (FM). The costs to the Fleet Services Fund are reimbursed through charges to the user departments through the 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