



# CITY OF LONG BEACH

DEPARTMENT OF FINANCIAL MANAGEMENT

# R-25

333 WEST OCEAN BOULEVARD • LONG BEACH, CALIFORNIA 90802

August 3, 2004

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

**SUBJECT:** Adopt Specifications No. PA-01504 and Award Contracts to Tri Pacific Supply, Inc., Actaris U.S. Gas, Inc., and Mercury Instruments, Inc., to Furnish and Deliver Gas Meters and Accessories

## DISCUSSION

City Council approval is requested to enter into annual contracts for gas meters and accessories to continue support of ongoing gas meter maintenance and replacement program needs at various City locations. The City utilizes three types of gas meters. Three contractors are recommended to meet the requirement of each meter type.

The bid was advertised on March 17, 2004, and bids were opened on April 8, 2004. 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](http://www.lbpurchasing.org). All bidders registered for the Purchasing Division's "e-notify" service were notified of the bid opportunity. Nine potential bidders specializing in gas meters and accessories were identified in the Purchasing database: two are Minority-owned Business Enterprises (MBE), one is a Women-owned Business Enterprises (WBE), and one is a Long Beach business. A bid announcement was also included on the Procurement Hotline and in the Purchasing Division's weekly update of Open Bid Opportunities sent to 32 local, minority and women's groups. Tri Pacific Supply, Inc., (WBE) of Rocklin, California, Actaris U.S. Gas, Inc., of Owenton, Kentucky, and Mercury Instruments, Inc., (MBE) of Cincinnati, Ohio, were the lowest responsible bidders.

This matter was reviewed by Senior Deputy City Attorney Donna F. Gwin on March 16, 2004 and Budget Management Officer David Wodynski on July 13, 2004.

## TIMING CONSIDERATIONS

City Council action to adopt Specifications No. PA-01504 and award the contracts concurrently is requested on August 3, 2004 to ensure that new contracts are in place at the earliest opportunity.

HONORABLE MAYOR AND CITY COUNCIL  
August 3, 2004  
Page 2

FISCAL IMPACT

The cost of this contract, in the estimated amount of \$400,000 annually, is budgeted in the Gas Fund (EF 301), in the Long Beach Energy Department (EN). The City will have the option of adding expenditures up to 10 percent above the contract amount. This estimate is based on historical expenditures and does not exceed the amount approved by the City Council for previous contracts.

IT IS RECOMMENDED THAT THE CITY COUNCIL:


- 1) Adopt Specifications No. PA-01504 and award the contracts to Tri-Pacific Supply, Inc., Actaris U.S. Gas, Inc., and Mercury Instruments, Inc., to furnish and deliver gas meters and accessories in the estimated annual amount of \$400,000. The term of the contract will be for one year, with the option for two additional one-year periods.
- 2) Authorize amendments to exercise the City's option to renew where noted and authorize the City Manager to execute same.

Respectfully submitted,



MICHAEL A. KILLEBREW  
ACTING DIRECTOR OF FINANCIAL MANAGEMENT

APPROVED:



GERALD R. MILLER  
CITY MANAGER

MAK:JV:lew  
PA-01504CouncilLtr