



# CITY OF LONG BEACH

DEPARTMENT OF FINANCIAL MANAGEMENT

**C-7**

333 West Ocean Boulevard, 6<sup>th</sup> Floor • Long Beach, CA 90802 • (562) 570-685 • Fax (562) 570-5836

October 16, 2007

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

## RECOMMENDATION:

Adopt Specifications No. PA-02207 and award a contract to United Site Services to furnish and deliver chemical toilet rentals, in the total estimated annual amount of \$150,000 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 requested to enter into an annual contract for furnishing and delivering chemical toilet rentals. This award combines the estimated annual requirements for the Citywide Departments to secure pricing at the highest possible discount available.

Previous service for chemical toilet rentals did not exceed \$95,000. Increased expenditures are due to additional department usage and increased cost.

The bid was advertised on July 23, 2007, and six potential bidders specializing in chemical toilet rentals were notified of the bid opportunity; one is a Minority-owned Business Enterprise (MBE), none are Women-owned Business Enterprises (WBEs), none are Long Beach businesses, and none 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.longbeach.gov/purchasing](http://www.longbeach.gov/purchasing). 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 August 2, 2007. United Site Services of El Monte, CA, is the lowest responsible bidder.

This matter was reviewed by Deputy City Attorney Lori A. Conway on July 11, 2007 and Budget Management Officer Victoria Bell on October 9, 2007.

TIMING CONSIDERATIONS

City Council action to adopt Specifications No. PA-02207 and award a contract concurrently is requested on October 16, 2007 to ensure that the new contract is in place expeditiously. The interim purchase order is due to expire on October 31, 2007.

FISCAL IMPACT

The cost of this contract, in the estimated annual amount of \$150,000, is budgeted in the General Fund (GP) of various City departments. This estimate is based on historical expenditures and the increased cost of service. The City will have the option of adding expenditures up to 10 percent (or \$15,000 annually) above the contract amount.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



LORI ANN FARRELL  
ACTING DIRECTOR OF FINANCIAL MANAGEMENT

LAF:ES:MK:cm

K:\Exec\Council Letters\Purchasing\10-16-07 ccl - PA02207 - Chemical Toilet Rentals.doc

APPROVED:



---

PATRICK H. WEST  
CITY MANAGER