

# CITY OF LONG BEACH

DEPARTMENT OF FINANCIAL MANAGEMENT

# C-4

333 WEST OCEAN BOULEVARD • LONG BEACH, CALIFORNIA 90802

September 14, 2004

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

**SUBJECT:** Adopt Specifications No. PA-00105 and Award Contract to Town & Country Glass for the Purchase of Window Glass and Glass Replacement (Citywide)

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## DISCUSSION

City Council approval is being requested to enter into a Citywide contract for furnishing and delivering window glass and glass replacement services.

The Harbor Department and Public Works Department will utilize this contract to support emergency glass repair requirements on large construction projects. Various other departments such as Police, Library, Health and Parks, Recreation & Marine may also need to utilize this contract for emergency repairs.

The bid was advertised on August 5, 2004, and bids were opened on August 19, 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). Eight potential bidders specializing in window glass and glass replacement were notified; one is a Long Beach business, one is a Minority-owned Business Enterprise (MBE) and none are Women-owned Business Enterprises (WBEs). A bid announcement was also included in the Purchasing Division's weekly update of Open Bid Opportunities sent to 32 local, minority, and women's groups. Town & Country Glass of La Palma, California, was the lowest responsible bidder.

This matter was reviewed by Senior Deputy City Attorney Donna F. Gwin on August 2, 2004 and by Budget Management Officer David Wodynski on September 3, 2004.

## TIMING CONSIDERATIONS

City Council action to adopt Specifications No. PA-00105 and award the contract concurrently is requested on September 14, 2004 to ensure that a contract is in place expeditiously. The current contract expires on October 1, 2004.

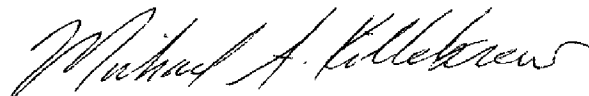
FISCAL IMPACT

The cost of this contract, in the estimated amount of \$135,000 annually, is budgeted in various funds of the participating departments. The annual estimated amount is based on historical expenditures and reflects a decrease in the estimated amount awarded on the previous contract. The City will have the option of adding expenditures up to 10 percent above the contract amount.

IT IS RECOMMENDED THAT THE CITY COUNCIL:

- 1) Adopt specifications No. PA-00105 and award the contract to Town & Country Glass, for the furnishing and delivering of window glass and glass replacement in the estimated amount of \$135,000. 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