



BOARD OF UTILITIES COMMISSIONERS

1800 E. Wardlow Road, Long Beach, CA 90807
562.570.2300 | LBUutilities.org

September 14, 2023

Recommendation

Adopt Resolution UT-1490 authorizing the General Manager to execute a contract, and any necessary subsequent amendments, with United Parcel Service, Inc., of Atlanta, GA, for providing ground and overnight express mail services, on the same terms and conditions afforded to Sourcewell, a state of Minnesota local government unit and service cooperative, in an annual amount not to exceed \$15,000 for the duration of the Sourcewell contract which expires on November 11, 2025, with the option to renew for as long as the Sourcewell contract is in effect.

Executive Summary

Currently, City Manager Departments purchase as-needed ground and overnight express mail services, through United Parcel Service, Inc. (UPS). The City Purchasing Division within the Department of Financial Management researched procurement options for as-needed ground and overnight express mail services and discovered other agencies had completed an open, fair, transparent, and competitive procurement process. The City of Long Beach reviewed the contract options and determined that the contract between Sourcewell and UPS provided the best value to the City.

UPS was selected based on its competitive pricing, service level, and breadth of product offerings. UPS offers a convenient web-based shipping system. UPS services are convenient and flexible to meet the needs of City Departments.

The Utilities Department requests to establish a contract with UPS by relying on the City's review and selection process to piggyback on the Sourcewell contract for as-needed ground and overnight express mail services. The City Charter allows for this alternative procurement method to purchase or otherwise obtain services, supplies, materials, equipment, and labor when authorized by a Resolution adopted by the Board of Utilities Commissioners.

Fiscal Impact

The cost to the Water, Gas, and Sewer Funds will be incurred in FY 24 - FY 26, with the actual amounts unknown at this time but the total amount will not exceed \$15,000 annually for the duration of the Sourcewell contract, which expires on November 11, 2025. These costs are included in the FY 24 budgets and financial projections.

Tai Tseng
Assistant General Manager

Christopher J. Garner
General Manager

Attachment - Resolution

OFFICE OF THE CITY ATTORNEY
DAWN MCINTOSH, City Attorney
411 West Ocean Boulevard, 9th Floor
Long Beach, CA 90802-4664

1 RESOLUTION NO. UT-1490

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3 A RESOLUTION OF THE BOARD OF PUBLIC
4 UTILITIES COMMISSIONERS OF THE CITY OF LONG
5 BEACH AUTHORIZING THE GENERAL MANAGER TO
6 ENTER INTO AN AGREEMENT WITH UNITED PARCEL
7 SERVICE, INC., FOR GROUND AND OVERNIGHT
8 EXPRESS MAIL SERVICES ON AN AS-NEEDED BASIS, ON
9 THE SAME TERMS AND CONDITIONS AFFORDED TO
10 SOURCEWELL, A STATE OF MINNESOTA LOCAL
11 GOVERNMENT UNIT AND SERVICE COOPERATIVE, IN AN
12 ANNUAL AMOUNT NOT TO EXCEED \$15,000 UNTIL THE
13 SOURCEWELL CONTRACT EXPIRES ON NOVEMBER 11,
14 2025, WITH THE OPTION TO RENEW FOR AS LONG AS
15 THE SOURCEWELL CONTRACT IS IN EFFECT, AT THE
16 DISCRETION OF THE GENERAL MANAGER

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18 WHEREAS, the Charter of the City of Long Beach (the "City"), Section
19 1802, permits the City and its Boards to purchase services, supplies, materials,
20 equipment and labor with other government agencies by purchasing under their contracts
21 on a voluntary and selective basis when authorized by resolution; and

22 WHEREAS, the Board of Public Utilities Commissioners ("Board") desires
23 to purchase as-needed ground and overnight express mail services; and

24 WHEREAS, Sourcewell has a contract with United Parcel Service, Inc. for
25 express courier and ground delivery services, Contract No. 090121-UPS ("Sourcewell
26 Contract"); and

27 WHEREAS, the Board's participation in the Sourcewell Contract will
28 facilitate acquisition of the as-needed ground and overnight express mail services as well

1 as provide considerable cost benefits to the Board; and

2 WHEREAS, if the Board had to go to formal bid rather than participate in
3 the Sourcewell Contract considerably more funds would be required;

4 NOW, THEREFORE, the Board of Public Utilities Commissioners of the
5 City of Long Beach resolves and declares as follows:

6 Section 1. The above recitals are true and correct and are incorporated
7 herein by this reference.

8 Section 2. The Board hereby authorizes the General Manager to enter
9 an agreement with United Parcel Service, Inc. to provide ground and overnight express
10 mail services on an as-needed basis, of substantially the same type afforded to
11 Sourcewell pursuant to the Sourcewell Contract except as modified by mutual agreement
12 of the Board and United Parcel Service, Inc. in an annual amount not to exceed Fifteen
13 Thousand Dollars (\$15,000), until Sourcewell Contract No. 090121-UPS expires on
14 November 11, 2025, with the option to renew for as long as the Sourcewell Contract is in
15 effect, at the discretion of the General Manager.

16 Section 3. This Resolution shall take effect immediately upon its
17 adoption by the Board, and the Secretary to the Board shall certify the vote adopting this
18 Resolution.

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1 I hereby certify that this Resolution was adopted by the Board of
2 Public Utilities Commissioners of the City of Long Beach at its meeting on
3 _____, 2023, by the following vote:

4 Ayes: Commissioners: _____

5 _____

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8 _____

9 Noes: Commissioners: _____

10 Absent: Commissioners: _____

11 _____

12 Secretary
13 Board Of Public Utilities Commissioners

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15 DAWN MCINTOSH, City Attorney
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