



CITY OF LONG BEACH

DEPARTMENT OF FINANCIAL MANAGEMENT

C-8

333 West Ocean Boulevard 6th Floor • Long Beach, CA 90802 • (562) 570-5400 • Fax (562) 570 -5414

January 19, 2016

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Adopt Specifications No. ITB FS16-015 and authorize the City Manager to execute any and all necessary documents to enter into a contract, and any necessary amendments thereto, with SunWest Engineering Constructors, Inc., of Chino, CA, to provide designated operator inspections, maintenance and repair services for the City's gasoline and diesel fuel facilities, in an annual amount not to exceed \$200,000 for a period of two years, 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 a contract with SunWest Engineering Constructors, Inc., to provide designated operator inspections, maintenance and repair services for the City's gasoline and diesel fuel facilities. The Financial Management Department, Fleet Services Bureau, manages 20 fuel sites around the City, ensuring fuel is available for all City vehicles and equipment, as well as complying with all of the federal, state, and local regulations that pertain to underground fuel storage tanks. The State's underground storage tank regulations specify the use of third party or independent evaluators to monitor site conditions, report test results, and ensure the City is following regulatory guidelines (CCR, Title 23, Section 2644a).

The bid was advertised in the Long Beach Press-Telegram on October 14, 2015, and 362 potential bidders specializing in fuel, oil and other products and services were notified of the bid opportunity. Of those bidders, 24 downloaded the bid via the City's electronic bid system. The bid documents were made available from the Purchasing Division, located on the seventh floor of City Hall, and the Division's website at 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 22 groups that represent local, minority and women-owned businesses. Six bids were received on November 4, 2015. Of those bidders, two were Minority-owned Business Enterprises (MBEs), two were Women-owned Business Enterprises (WBEs), five were certified Small Business Enterprises (SBEs), and none were Long Beach businesses (Local). SunWest Engineering Constructors, Inc., of Chino, CA (SBE and WBE), was the lowest responsible bidder.

HONORABLE MAYOR AND CITY COUNCIL

January 19, 2016

Page 2

Local Business Outreach

In an effort to align with our outreach goal, Long Beach businesses are encouraged to submit bids for City contracts. The Purchasing Division also assists businesses with registering on the Bids Online database to download bid specifications. Through outreach, 41 Long Beach vendors were notified to submit bids, none of which downloaded or submitted a bid. 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 Monica J. Kilaita on December 21, 2015 and by Budget Management Officer Victoria Bell on December 24, 2015.

SUSTAINABILITY

Use of certified contractors, in addition to a rigorous program of daily operation by City employees, reduces the risk of environmental contamination to both the water table and air quality.

TIMING CONSIDERATIONS

City Council action to adopt Specifications No. ITB FS16-015 and award a contract concurrently is requested on January 19, 2016, to ensure that a contract is in place expeditiously.

FISCAL IMPACT

Sufficient funds for the inspection, maintenance, and repair costs for the City's fuel sites, in the annual amount not to exceed \$200,000, have been appropriated in the Fleet Services Fund (IS 386) in the Financial Management Department (FM). Fuel site operational costs have been collected, and will continue to be collected in FY 16, through regular fuel facility charges billed to user departments through the monthly 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**