



CITY OF LONG BEACH

C-14

DEPARTMENT OF FINANCIAL MANAGEMENT

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March 20, 2007

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Adopt Specifications No. PA-01007 and award a contract to Waxie Sanitary Supply to furnish and deliver custodial supplies, in the estimated amount of \$375,000 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 custodial supplies to support ongoing custodial maintenance needs at various City facilities and to support "green" product usage. The contract combines the estimated requirements Citywide to secure pricing at the highest volume discount available, based on historical expenditures.

The City recognizes the importance of a clean working environment that is also healthy and safe. In an effort to maximize the City's procurement of environmentally preferable cleaning products, a section of the bid document was developed in accordance to the standards as outlined by the U.S. Environmental Protection Agency.

The bid was advertised on December 28, 2006, and 130 potential bidders specializing in custodial supplies delivery were notified of the bid opportunity; 35 are Minority-owned Business Enterprises (MBEs), 25 are Women-owned Business Enterprises (WBEs), five are Long Beach businesses, and ten 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. A bid announcement was also included in the Purchasing Division's weekly update of Open Bid Opportunities, which is sent to 32 local, minority, and women's business groups. Bids were opened on January 18, 2007. Waxie Sanitary Supply, of Santa Ana, CA, is the lowest responsible bidder.

This matter was reviewed by Deputy City Attorney Lori A. Conway on December 14, 2006, and Budget and Performance Management Bureau Manager David Wodynski on March 13, 2007.

TIMING CONSIDERATIONS

City Council action to adopt Specifications No. PA-01007 and award a contract concurrently is requested on March 20, 2007 to ensure that the new contract is in place expeditiously.

FISCAL IMPACT

The cost of this contract, in the estimated amount of \$375,000 annually, is budgeted by various participating departments. The amount is based on historical expenditures and reflects no increase from the annual estimated amount approved in the previous contract. The City will have the option of adding expenditures up to 10 percent (or \$37,500 annually) above the contract amount.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



MICHAEL A. KILLEBREW
DIRECTOR OF FINANCIAL MANAGEMENT

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APPROVED:



GERALD R. MILLER
CITY MANAGER