

C-6

May 10, 2022

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Adopt a Resolution authorizing the City Manager, or designee, to execute a contract, and any necessary documents including any necessary subsequent amendments, with United Parcel Service, Inc., of Atlanta, GA, for providing ground and overnight express mail services on an as-needed basis, on the same terms and conditions afforded to Sourcewell, a state of Minnesota local government unit and service cooperative, in a total annual amount of \$75,000, and authorize a 20 percent contingency in the amount of \$15,000, for a total annual contract amount not to exceed \$90,000, until the Sourcewell contract expires on November 11, 2025, with the option to renew for as long as the Sourcewell contract is in effect, at the discretion of the City Manager. (Citywide)

DISCUSSION

City Council approval is requested to enter into a contract with United Parcel Service, Inc. (UPS) for providing ground and overnight express mail services on an as-needed basis for various departments.

The 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 (City) 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.

City Charter Section 1802 provides an alternative procurement method by permitting the City to purchase or otherwise obtain services, supplies, materials, equipment, and labor on the same terms as provide to other governmental agencies. This alternative procurement method can save time and reduce costs through economies of scale by purchasing under existing contracts from other government agencies on a voluntary and selective basis, when authorized by a Resolution adopted by the City Council.

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This matter was reviewed by Principal Deputy City Attorney Richard F. Anthony on April 11, 2022, Business Services Manager Tara Mortensen on March 31, 2022, and by Revenue Management Officer Geraldine Alejo on April 7, 2022.

TIMING CONSIDERATIONS

City Council action to adopt a Resolution and award a contract concurrently is requested on May 10, 2022, to ensure the contract is in place expeditiously.

FISCAL IMPACT

The total annual contract amount will not exceed \$90,000, inclusive of a 20 percent contingency. The contract will be used on an as-needed basis, with the cost budgeted across various fund groups and departments. This recommendation has no staffing impact beyond the normal budgeted scope of duties and is consistent with existing City Council priorities. There is no local job impact associated with this recommendation.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



KEVIN RIPER

DIRECTOR OF FINANCIAL MANAGEMENT

ATTACHMENT – RESOLUTION

APPROVED:



THOMAS B. MODICA
CITY MANAGER

1 RESOLUTION NO.
2

3 A RESOLUTION OF THE CITY COUNCIL OF THE
4 CITY OF LONG BEACH AUTHORIZING THE CITY
5 MANAGER TO EXECUTE AN AGREEMENT WITH UNITED
6 PARCEL SERVICE, INC., FOR PROVIDING GROUND AND
7 OVERNIGHT EXPRESS MAIL SERVICES ON AN AS-
8 NEEDED BASIS, ON THE SAME TERMS AND
9 CONDITIONS AFFORDED TO SOURCEWELL, A STATE OF
10 MINNESOTA LOCAL GOVERNMENT UNIT AND SERVICE
11 COOPERATIVE, IN AN ANNUAL AMOUNT OF \$75,000,
12 PLUS A 20% CONTINGENCY IN THE AMOUNT OF \$15,000,
13 FOR A TOTAL ANNUAL CONTRACT AMOUNT NOT TO
14 EXCEED \$90,000, UNTIL THE SOURCEWELL CONTRACT
15 EXPIRES ON NOVEMBER 11, 2025, WITH THE OPTION TO
16 RENEW FOR AS LONG AS THE SOURCEWELL
17 CONTRACT IS IN EFFECT, AT THE DISCRETION OF THE
18 CITY MANAGER

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

24 WHEREAS, the City desires ground and overnight express mail services on
25 an as-needed basis; and

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

1 WHEREAS, the City’s participation in the Sourcewell Contract will facilitate
2 acquisition of the ground and overnight express mail services as well as provide
3 considerable cost benefits to the City; and

4 WHEREAS, if the City had to utilize a formal bid process rather than
5 participate in the Sourcewell Contract considerably more funds would be required;

6 NOW, THEREFORE, the City Council of the City of Long Beach resolves as
7 follows:

8 Section 1. The above recitals are true and correct and are incorporated
9 herein by this reference.

10 Section 2. The City Manager of the City is hereby authorized to enter an
11 agreement with United Parcel Service, Inc. to provide ground and overnight express mail
12 services on an as-needed basis, on the same terms and conditions afforded to Sourcewell,
13 a State of Minnesota Local Government Unit and Service Cooperate, in an annual amount
14 of Seventy-Five Thousand Dollars (\$75,000), plus a twenty percent (20%) contingency in
15 the amount of Fifteen Thousand Dollars (\$15,000), for a total annual contract amount not
16 to exceed Ninety Thousand Dollars (\$90,000), until the Sourcewell contract expires on
17 November 11, 2025, with the option to renew for as long as the Sourcewell contract is in
18 effect, at the discretion of the City Manager.

19 Section 3. This resolution shall take effect immediately upon its adoption
20 by the City Council, and the City Clerk shall certify the vote adopting this resolution.

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OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, City Attorney
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I hereby certify that the foregoing resolution was adopted by the City Council
of the City of Long Beach at its meeting of _____, 2022, by the
following vote:

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

Recusal(s): Councilmembers: _____

City Clerk