



CITY OF LONG BEACH

DEPARTMENT OF FINANCIAL MANAGEMENT

C-10

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January 4, 2011

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Adopt Specifications No. PA-00111 to award a contract to Nafis International, Inc., dba Orange Mirror and Glass, of Orange, CA (MBE, SBE), for furnishing, delivering and installing window glass, in the annual amount not to exceed \$110,000, 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 being requested to enter into an annual contract with Nafis International, Inc., dba Orange Mirror and Glass for window glass and glass replacement services. This Citywide contract is utilized by various City Departments: Long Beach Airport, Long Beach Gas and Oil, Fire, Harbor, Health and Human Services, Parks, Recreation and Marine, Police, and Public Works for emergency glass repair due to breakage resulting from accidental or intentional destruction. This contract will provide all user City Departments with a reliable source of glass replacement supplies and repair services when the need arises.

The bid for window glass was advertised in the Press-Telegram on September 23, 2010, and 228 potential bidders specializing in window glass were notified. Of those bidders, 17 downloaded the bid via our electronic bid system. The bid document was 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 30 local, minority and women's business groups. Three bids were received and a public bid opening occurred on October 12, 2010. Of those three bidders, one is a Minority-Owned Business Enterprise (MBE); none are Women-Owned Business Enterprises (WBEs); one is a Small Business Enterprise (SBE); and one is a Long Beach business (Local). Nafis International, Inc., dba Orange Mirror and Glass (MBE, SBE), is the lowest responsible bidder.

Local Business Outreach

Our outreach goal during the bid process is to encourage Long Beach businesses to take advantage of local preferences offered by the City and submit bids for City contracts. We assist businesses with registering on our Bids Online database to download the bid specifications. Through outreach, eleven Long Beach vendors were contacted to submit bids; of which four downloaded the bid; and one submitted a bid. The Purchasing Division is committed to continuing to perform outreach to local vendors to expand the bidder pool.

The matter was reviewed by Deputy City Attorney Amy R. Burton on November 30, 2010 and Budget and Performance Management Bureau Manager Lou Palmer on December 6, 2010.

TIMING CONSIDERATIONS

City Council action to adopt Specifications No. PA-00111 and award a contract concurrently is requested on January 4, 2011 to ensure that the contracts are in place expeditiously.

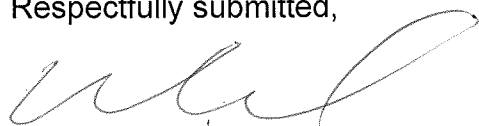
FISCAL IMPACT

Sufficient funding for the estimated annual contract cost of \$110,000 is budgeted by various participating departments. The recommended award amount reflects a 12 percent (or \$15,000) decrease, compared with the previous annual contract. There is no job impact associated with this request.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



ERIK SUND
ACTING DIRECTOR OF FINANCIAL MANAGEMENT

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APPROVED:



PATRICK H. WEST
CITY MANAGER