



CITY OF LONG BEACH

DEPARTMENT OF FINANCIAL MANAGEMENT

C-8

333 WEST OCEAN BOULEVARD • LONG BEACH, CALIFORNIA 90802

June 22, 2004

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

SUBJECT: Adopt Specifications No. PA-01004 and Award Contract to Unisource Corporation to Furnish and Deliver Custodial Paper Products (Citywide)

DISCUSSION

City Council approval is being requested to enter into a citywide contract for custodial paper products to support ongoing custodial maintenance needs at various City facilities. The contract combines the estimated requirement for all facilities in order to secure pricing at the highest volume discount available.

In an effort to increase the City's procurement of environmentally preferable custodial products, a section of the bid document was developed in accordance to the standards outlined by the U.S. Environmental Protection Agency for recycled paper products.

The bid was advertised on March 29, 2004, and bids were opened on April 15, 2004. 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.lbpurchasing.org. Eighteen potential bidders specializing in paper products were notified; two are Minority-owned Business Enterprises (MBEs), two are Women-owned Business Enterprises (WBEs) and none are Long Beach businesses. A bid announcement was also included in the Purchasing Division's weekly update of Open Bid Opportunities sent to 32 local, minority and women's groups. Unisource Corporation of La Palma, California, was the lowest responsible bidder.

This matter was reviewed by Senior Deputy City Attorney Donna F. Gwin on March 18, 2004 and Budget Management Officer David Wodynski on June 10, 2004.

TIMING CONSIDERATIONS

City Council action to adopt Specifications No. PA-01004 and award a contract concurrently is requested on June 22, 2004 to ensure that a new contract is in place expeditiously.

HONORABLE MAYOR AND CITY COUNCIL

June 22, 2004

Page 2

FISCAL IMPACT

The cost of this contract, in the estimated amount of \$250,000 annually, is budgeted in various participating departments. The City will have the option of adding expenditures up to 10 percent above the contract amount. This estimate is based on historical expenditures and reflects no increase from the annual amount approved in the previous contract.

IT IS RECOMMENDED THAT THE CITY COUNCIL:

- 1) Adopt Specifications No. PA-01004 and award a contract to Unisource Corporation to furnish and deliver custodial paper products in the estimated annual amount of \$250,000. The term of the contract will be for one year, with the option for two additional one-year periods.
- 2) Authorize amendments to exercise the City's option to renew where noted and authorize the City Manager to execute same.

Respectfully submitted,



MICHAEL A. KILLEBREW
ACTING DIRECTOR OF FINANCIAL MANAGEMENT

APPROVED:

for 
GERALD R. MILLER
CITY MANAGER

RST:JV:cm
PA-01004CouncilLtr