

June 21, 2022

C-7

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Authorize the City Manager, or designee, to execute all documents necessary to amend Contract No. 3160000028 with Sunward Adventures a Partnership, of Riverside, CA, for providing travel services, to increase the contract amount by \$160,000, for a revised contract amount not to exceed \$1,060,000, and extend the term of the contract to January 31, 2023. (Citywide)

DISCUSSION

City Council approval is requested to amend Contract No. 3160000028 with Sunward Adventures a Partnership, for providing travel services to employees for official City of Long Beach (City) business travel.

The scope of travel services includes service fees for booking of airfare, lodging, ground transportation, and conferences, and any modifications to the aforementioned. The total past and future expenditures include booking fees of \$15 per line item (as described in the table below) and actual travel costs (airfare, room/lodging, ground transportation, conference fee, and modifications).

Scope	Unit of Measure	Unit Price
Airline Booking Fee	Per Booking	\$15
Lodging Booking Fee	Per Room	\$15
Ground Transportation Reservation Fee	Per Reservation	\$15
Conference Booking	Per Booking	\$15
Travel Modification / Cancellation Request Fee	Per Request	\$15

An Invitation to Bid (ITB) LB16-151 was issued on June 1, 2016, and 4,306 potential bidders specializing in travel agent services were notified of the bid opportunity. Of those bidders, 10 downloaded the ITB via the City electronic bid system. The ITB document was made available from the Purchasing division, located on the 7th floor of the former City Hall building, and the Division's website at www.longbeach.gov/purchasing. A bid advertisement was issued in the Press Telegram on June 2, 2016. Five bid responses were received on June 22, 2016. Of those five proposers, one was a Minority-owned Business Enterprise (MBE), three were Women-owned Business Enterprises (WBE's), one was a certified Small Business Enterprise (SBE), and none were a Long Beach vendor (Local).

At the time, it was anticipated that annual costs for travel agent services would be less than \$100,000. Therefore, under the City's Manager's contract authority per City procurement policy, Contract No. 3160000028 was executed. However, since execution of the contract, contract renewal options have been exhausted. City staff have determined that additional travel agent services are critically needed to conduct official City business. A request for proposal (RFP) is currently in process to ensure the continuity of service. The total allocations expended to date include both actual travel expenses

This matter was reviewed by Deputy City Attorney Erin Weesner-McKinley on June 6, 2022, Purchasing Agent Michelle Wilson on May 23, 2022, and by Revenue Management Officer Geraldine Alejo on June 2, 2022.

TIMING CONSIDERATIONS

City Council action to amend Contract No. 3160000028 is requested on June 21, 2022 to ensure there is no interruption to services.


FISCAL IMPACT

The requested amendment will increase the contract authority with Sunward Adventures by \$160,000 for a revised total amount not to exceed \$1,060,000. Services will be used citywide on an as-needed basis, and are budgeted across various departments and funds. 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 MANGEMENT

APPROVED:



THOMAS B. MODICA
CITY MANAGER