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Title: Approve the award of a requirements contract to United Rotary Brush of Lenexa, Kansas, for the purchase of street sweeper brooms in the amount of \$175,993.53

Sponsors: Department of Transportation

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Date	Ver.	Action By	Action	Result
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REPORT TO THE CITY COUNCIL

November 15, 2018

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Department of Transportation

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SUBJECT

Approve the award of a requirements contract to United Rotary Brush of Lenexa, Kansas, for the purchase of street sweeper brooms in the amount of \$175,993.53

RECOMMENDATION

Staff recommends Council approve the award of a requirements contract to United Rotary Brush of Lenexa, Kansas, for the purchase of street sweeper brooms in the amount of \$175,993.53.

EXECUTIVE SUMMARY

The Department of Transportation, Municipal Fleet Division requests approval to establish a requirements contract for the purchase of disposable street sweeper brooms. This contract will stabilize supply and pricing for the complete range of brooms used by the Department of Public Works, Streets Maintenance Division. The Streets Maintenance Division utilizes 21 vehicles to sweep over 1,600 miles of city streets annually and consumes on average of 2,900 disposable brooms in the process. Due to historical and anticipated costs for these brooms, the Purchasing Division has recommended a multi-year requirements contract be established to conform to purchasing best practices. This contract will enable the Municipal Fleet Division to provide timely replacement of street sweeper brushes and support the Department of Public Works mission of maintaining the city streets.

BACKGROUND

The Municipal Fleet Division is responsible for purchasing and maintaining approximately 2,200 vehicles owned and operated by the City of Fresno. Its customers include Department of Public Utilities, Department of Public Works, PARCS, DARM, and others. These departments utilize a wide range of vehicles such as refuse trucks, street sweepers, sedans, and pickups. Annually, the Department of Transportation performs 4,800 preventive maintenance jobs, 36,000 repairs, and maintains a 94 percent vehicle availability rate.

The Department of Public Works, Street Maintenance Division is responsible for maintaining the cleanliness of over 1,600 miles of city streets, alleys, and boulevards. This task is accomplished with 21 street sweeping units running day and night shifts. This workload has created a productive fleet, but also one that requires considerable maintenance and frequent replacement of wear items. Each month on average 12 main brushes and 220 gutter broom segments are replaced, creating a consistent need for disposable sweeper brushes to be supplied.

The Municipal Fleet Division is in need of a contract to purchase disposable sweeper brooms for the Streets Maintenance Division. A requirements contract is recommended due to the total dollar amount of the products purchased during each fiscal year. Last fiscal year, the Municipal Fleet Division purchased over \$155,000 of brooms, representing 2,900 pieces. This includes 58-inch main brooms, 60-inch main brooms, and broom segments needed for gutter sweeping. Establishing a competitively bid multiple-year contract encompassing the complete range of needed brooms will keep prices stable and allow for predictable budgeting for the term of the contract. The unit pricing for this contract is within three percent of prices paid over the last few years; if approved, it will offer stability of product supply and price protection over the term of the contract.

Solicitations for sweeper broom competitive bids were advertised on September 7, 2018, in the Fresno Business Journal. Eighty-one (81) potential bidders were notified, three potential bidders downloaded the specifications, and on September 25, 2018, one bid was received at the public bid opening. United Rotary Brush of Lenexa, Kansas, was determined to be the sole and lowest responsive bidder with a bid price of \$175,993.53. The Purchasing Division has approved this contract and recommends Council approval. City Attorney has reviewed and approved to form.

ENVIRONMENTAL FINDING

By the definition provided in the California Environmental Quality Act Guidelines Section 15378, the award of this contract does not qualify as a "project."

LOCAL PREFERENCE

Local preference is not applicable. The bidder for this contract is out of state and does not qualify for local preference.

FISCAL IMPACT

No general funds will be used to purchase these items. The funding to cover the annual purchase cost of the sweeper brooms has been included in the FY19 adopted budget under the operations of the Municipal Fleet Division. The funding source for this project is interdepartmental charges from the Municipal Fleet Division to the Streets Maintenance Division. The Streets Maintenance Division funding is provided by the Community Sanitation enterprise fund.

Attachment:

Bid Evaluation