



File #: 2021-911, Version: 1

Report to Mayor and City Council

Tuesday, December 07, 2021

Consent

SUBJECT:

CONSIDER APPROVAL TO AMEND BLANKET PURCHASE ORDERS FOR ROBERTSON'S READY MIX, LTD., ROADLINE PRODUCTS, INC., AND WORTHINGTON FORD

I. SUMMARY

City Council approval is requested to authorize the Purchasing Department to appropriate additional funds to the blanket purchase order agreement for Robertson's Ready Mix, Ltd., Roadline Products, Inc., and Worthington Ford.

With the focus on sidewalk work by the Right of Way crews this fiscal year, more concrete work was completed than was originally budgeted during the annual budgeting process. Because much of the asphalt work was contracted out this year, the City's operations and maintenance crews have completed significantly more sidewalk work, necessitating additional concrete purchases to complete the year. Other expenditures are related to curb paint and sign-making materials, as well as vehicle parts and maintenance.

Because the request is to amend purchase orders of existing vendors, Public Works is requesting City Council to waive the bidding requirements for these existing vendors.

II. RECOMMENDATION

TAKE the following actions:

1. AUTHORIZE the Purchasing Division to amend PO #22200095 for Robertson's Ready Mix, Ltd. not to exceed \$95,000.00 as defined by Purchasing Ordinance 17-1609, Section 2611 (e).
2. AUTHORIZE the Purchasing Division to amend PO #22200309 for Roadline Products, Inc. not to exceed \$96,995.00.
3. AUTHORIZE the Purchasing Division to amend PO #22200339 for Worthington Ford not to exceed \$38,006.35.

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III. ALTERNATIVES

TAKE another action the City Council deems appropriate.

IV. BACKGROUND

As defined by Purchasing Ordinance 17-1609, Section 2611 (e), "Sole Source Purchasing," the City Manager may dispense with this Chapter's bidding requirements if he or she finds that the materials, supplies, equipment, or services are unique because of their quality, durability, availability, or fitness for a particular use and are available only from one (1) source, or, if available from more than one (1) source, can be purchased from the manufacturer or service provider for a lower price. If the cost of such sole source purchasing is \$25,000 or greater, then the City Council's approval shall be required." All vendors have met the Informal Bidding procurement requirements.

Robertson's Ready Mix, Ltd.

The City of Carson maintains approximately 203 lane-miles of sidewalks which require routine maintenance and repair and sometimes total replacement. Robertson's provides concrete materials used for the maintenance of City infrastructure. This material requires expedient delivery to preserve the workability of the product, and Robertson's is in very close proximity to Carson.

The City has a current blanket purchase order with Robertson's totaling \$24,999. Robertson's Ready Mix Ltd is the primary vendor for concrete maintenance needs, an additional amendment of \$70,000 is needed to continue sidewalk maintenance through FY 2021/2022.

Public Works is also requesting Sole Source approval for Robertson's Ready Mix, Ltd.

Roadline Products, Inc.

The Public Works Street Markings Crew is responsible for maintaining 100,000 linear feet of red curbs, 26.6 miles of lane lines, 5,000 linear feet of blue curbs, 477 speed bumps, as well as the parking lots, crosswalks, and stop bars at all City-owned facilities. Roadline Products is one of the most accessible street paint vendors to Carson and stocks the best products used by cities statewide.

The City has a current blanket purchase order with Roadline Products, Inc. totaling \$24,995. Roadline is the primary vendor for sign blanks and hardware, paint, and supplies, an additional amendment of \$72,000 is needed to continue sidewalk and sign maintenance through FY 2021/2022.

Under the City's current Purchasing Guidelines and Carson Municipal Code Section 2606, any expenditures totaling over \$25,000 per fiscal year for a single vendor require City Council approval.

Worthington Ford

Additional funding is being requested to avoid interruptions of operations to the City's Fleet Maintenance Department which maintains and repairs approximately 125 vehicles and 100 pieces of equipment. This fiscal adjustment will allow the City's Fleet Maintenance Department to continue to utilize the services of Worthington Ford through the remainder of the current 2021/22 fiscal year. Factors affecting the fiscal shortfall of BPO funding for Worthington Ford include the resignation of a staff member from the city's Fleet Maintenance Department in September 2021, which necessitated the increased usage of outside vendors. There has also been an increase in the cost associated with the acquisition of parts and services from outside vendors due to the ongoing supply chain issue.

The City has a current blanket purchase order with Worthington Ford totaling \$23,006.35. Worthington Ford is the primary vendor for manufacturer dealership parts, repair and service for City owned vehicles, an additional amendment of \$15,000 is needed to continue repair and service for City-owned vehicles through FY 2021/2022.

Under the City's current Purchasing Guidelines and Carson Municipal Code Section 2606, any expenditures totaling over \$25,000 per fiscal year for a single vendor require City Council approval.

V. FISCAL IMPACT

There is no impact to the general fund. The amounts have been appropriated and the amounts requested for the blanket purchase order amendments will be funded from account 01-80-840-294-6009, 101-80-840-280-6009, and 101-80-840-275-7001.

VI. EXHIBITS

None.

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