



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

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Agenda Item No.: 4-E
Mtg. Date: 01/14/19

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: YVETTE HALL, CITY CLERK/EXECUTIVE ASSISTANT

THROUGH: ELAINE JENG, P.E., CITY MANAGER

SUBJECT: CONSIDERATION OF THE CITY COUNCIL APPROVED VENDOR LIST.

DATE: JANUARY 14, 2019

ATTACHMENT:
2019 Proposed "City Council Approved Vendor List"

RECOMMENDATION

It is recommended that the City Council approve the updated "City Council Approved Vendor List" designating preferred vendors for certain City purchases.

BACKGROUND

Section 3.04.060 of the City's Municipal Code regarding purchasing provides that City purchases may be made from vendors without bidding when any of the following conditions exist:

- (a) The amount of the purchase has a total estimated value of less than two thousand five hundred dollars (\$2,500).
- (b) Sole source purchases such as legal advertising, utilities, conferences, and Sheriff's department services.
- (c) An essential or critical need requires that an order be placed with the best available source of supply due to time constraints.
- (d) Purchases from vendors on the City Council Approved Vendor's List.

- (e) If, at the discretion of the City Manager, and upon a finding supported with written documentation, it is in the City's best interest in regard to product uniformity, total cost of acquisition, and/or similar considerations. These purchases must be approved by the City Manager or his/her designee.
- (f) Purchases made through a Cooperative Purchasing Program utilizing purchasing agreements maintained by the State, County, or other public agencies.

While significantly most of the City's purchases are accommodated by (a), (b), (c), (e) and (f) above, staff recommends annual approval of the updated "City Council Approved Vendor's List" as listed in (d) to facilitate purchases from known vendors.

The updated Vendor List is comprised of vendors who have consistently provided excellent service to the City. This is based on City standards for quality and the cost of materials meaning that they have traditionally been the lowest bidder, they can deliver goods or services on time, and/or they consistently meet or exceed product/service specifications.

DISCUSSION

While substantial purchases made by the City are best served by bidding or by obtaining competitive quotes, there may be situations where working with a preferred vendor is desired and/or more efficient. Preferred providers who are familiar with the City can expedite items, be personally involved in achieving the desired outcome as well as be competitive in pricing. Bidding, on the other hand, can result in products from an unknown vendor, time delays and poor quality.

For purchases where bidding is determined, with approval of the City Manager, not to be expedient or in the best interest of the City, the attached vendors are proposed for inclusion on the "City Council Approved Vendor's List." The vendors identified meet the definition or qualifications for being on the Vendor List.

FISCAL IMPACT

There is no financial impact with adoption of the proposed vendor list. Staff will be cost conscious and mindful of the spending of City funds when determining when to bid a purchase or utilize a preferred vendor.

CONCLUSION

It is not intended that a particular vendor will be used for the purchase of items solely because the vendor is on the preferred vendor list. However, with a preferred vendor list, staff will have one additional tool available for making purchases if the situation or specific product is best addressed through a particular vendor.

2019 PROPOSED "CITY COUNCIL APPROVED VENDOR LIST":

A-1 All American Roofing Co.
22029 S. Figueroa St.
Carson, CA 90745
Craig Ekberg
(310) 320-0224 800roofusa.com
Roofing company

Affordable Generator Service, Inc.
9960 Bell Ranch Drive, Suite 105
Santa Fe Springs, CA 90670
Mr. Gilbert Garcia
(800) 394-7697
Emergency generator service and maintenance

Apple One
18538 Hawthorne Blvd.
Torrance, CA 90505
(310) 370-0708
Employment agency

Apple Store
3200 N Sepulveda Blvd.
Manhattan Beach, CA 90266
(310) 546-4309
Apple Computer store

Bennett Landscape
25889 Belle Porte Avenue
Harbor City, CA 90710
(310) 534-3543
Tree trimming services, landscaping

Cox Com, LLC
29947 Avenida De Las Banderas
Rancho Santa Margarita, CA 92688
(310) 891-1020 or 949-546-2406 cox.com
Telephone and cable internet services

DANKA
8226 Park Meadows Dr
Lone Tree, CO 80124
(800) 686-2733
Electronic equipment repair service

Dell, Inc.
One Dell Way
Round Rock, TX 78682
(800) 677-9725 Dell.com
Computer equipment

Executive-Suite Services
19025 Parthenia St. Suite 200
Northridge, CA 91324
818-993-6300
Janitorial services

Janet Faria Catering
2837 E. 220th Place
Long Beach, CA 90820
(310) 834-6836
Catering service

Finley Tree & Land Care Service
23033 Crenshaw Blvd,
Torrance, CA 90505
(310) 326-9818
Tree trimming services, landscaping

First Call Staffing
3511 Pacific Coast Hwy # E
Torrance, CA 90505
(310) 539-2884
Employment agency

Diane Gladwell
1028 Tirol Lane
Lake Arrowhead, CA 92352
(909) 337-3516
Election consultant, records management

Konica Minolta Business Solution, USA Inc.
Dept. LA 22988
Pasadena, CA 91185-2988
(800) 456-5664
Copier and office equipment supplier

Lisa's Bon Appetit
3535 Lomita Blvd., Suite C
Torrance, CA 90505
(310) 784-1070
Catering services

Mahaffey Companies (Atlas Cesspool Service)
1800 S. Alameda St.
Rancho Dominguez, Ca. 90221
(310) 605-1700
Septic tank services

Major Surplus
435 W Alondra Blvd.
Gardena, CA 90248
(310) 324-8855
Emergency supplies

Martin & Chapman Company
1951 Wright Circle
Anaheim, CA 92806
(714) 939-9866
Election consultant, book paper supplier

Merrimac Energy Group
1240 E. Wardlow Road
Long Beach, CA 90807
(800) 900-4081
Emergency generator supply, maintenance services

Pacific Coast Landscape & Design, Inc.
3647 Van Buren Blvd.
Riverside CA 92503
951-683-2197
Landscaping, tree trimming services

Peninsula Septic
1840 S. Gaffey Street #53
San Pedro, CA 90731
Nick Dragich
(310) 832-4800
Septic tank services

PVPUSD Printing Services
375 Via Almar
Palos Verdes Estates CA 90274
310-896-3426
Copy & stationary printing services

S & W Communications
14714 Lull Street
Van Nuys, CA 91405
(818) 786-7050 ext 207
Telephone equipment, maintenance, repair service

Smart Source LLC.
21818 S. Wilmington Ave., Ste 406
Long Beach, CA 90810
(310) 513-2000
Stationery

Traver's Trees
P. O. Box 7000-416
Palos Verdes Peninsula, CA 90274
(310) 545-5816 (310) 530-3920
Tree trimming services, landscaping

TR Trading Co.
15604 S. Broadway
Gardena, CA 90248
(310) 329-9242
Furniture store

Xerox
101 Continental Blvd.
El Segundo, CA 90245
Lori Murphy
(877) 395-6318 Xerox.com
Printers, copiers

Yosemite Water
226 South Avenue 54
Los Angeles, CA 90025
(323) 256-2265 yosemitewaters.com
Water delivery

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