



City of Rolling Hills

INCORPORATED JANUARY 24, 1957

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Agenda Item No.: 9-A
Mtg. Date: 01/28/19

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: YVETTE HALL, CITY CLERK/EXECUTIVE ASSISTANT *YH*

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

SUBJECT: APPROVE UPDATES TO CITY COUNCIL APPROVED VENDOR LIST.

DATE: JANUARY 28, 2019

ATTACHMENT:
2019 "City Council approved vendor list"

RECOMMENDATION

It is recommended that the City Council approve the updated "City Council approved vendor list."

BACKGROUND

Section 3.04.020 of the City's Municipal Code defines "Purchases" as "procurement of supplies, services, equipment and personal property and shall include leases or rental of such items."

Section 3.04.020 of the City's Municipal Code defines "Services" as "any and all services, including but not limited to equipment services contracts."

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:

- (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.

Section 3.04.130 Vendor List Procurement states the following:

In January each year, the City Manager will establish an "approved vendor list" and present it to the City Council for approval. This list will be comprised of vendors who have consistently provided excellent services to the City. This will be based on City standards for quality and price of services meaning that they have traditionally been the lowest bidder, they can deliver goods or services on time, or they consistently meet or exceed product/service specifications. Vendors on the approved vendor list shall be evaluated regularly by City staff for quality and price. Vendors not meeting City standards may be removed by the City Manager or designee at any time. Once removed, a vendor may be reconsidered for placement on the approved vendor list the following January.

DISCUSSION

The majority of the City's purchases are accommodated by (a), (b), (c), and (e) of Section 3.04.060. For example, City Hall utilizes Mac Computers and for uniformity of equipment, purchases from the Apple Store is allowed under subsection (e) above. The Apple Store is also listed in the approved vendor's List. The City Hall landscaping services was advertised for competitive bids in 2015 and Pacific Coast Landscape & Design, Inc. was the lowest responsive and responsible bidder. Pacific Coast Landscape & Design has been listed in the past approved vendor's List. Similarly, Konica Minolta Business Solution is listed in the proposed vendor's List after demonstrating that the cost of service is lower than other competitors. While the subsections above allow the use of the vendors in the proposed vendor's list, Section 3.04.130 Section of the Municipal Code calls for the City Manager, to establish an "approved vendor list" and present it to the City Council for approval every January.

This year's update includes the removal of Martin & Chapman Company (MCC). MCC was an election consultant; they assisted the city with local elections but mostly staff purchased election and relevant stationary from MCC. Late in 2018, MCC closed down.

Staff intends to utilize the "approved vendor list" to meet critical needs and/or special services best served with familiarity with the City. Late last year, the plumbing at City Hall showed signs of backup and Peninsula Septic, an approved vendor, was called out to investigate. For the past 15 or more years the City's holiday party has been catered by Janet Faria Catering (JFC). JFC provides reliable, consistent and good quality service over the years.

FISCAL IMPACT

There is no financial impact with adoption of the proposed vendor list.

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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

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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

EJ/yh 01-14-19 Preferred Vendor list.doc