

January 16, 2024

Honorable Mayor and City Council  
City of Long Beach  
California

**RECOMMENDATION:**

Recommendation to authorize the City Manager, or designee, to execute all documents necessary to amend Contract No. 32000897 with SunWest Engineering Constructors, Inc. (SunWest), of Chino, CA, for monthly and annual inspections, testing, maintenance, and repair services for the City of Long Beach's (City) underground storage tank (UST) and above-ground storage tank (AST) fuel sites, to increase the contract amount by \$144,649 for the current term, for a revised total contract amount not to exceed \$1,144,649; and,

Increase appropriation in the Fleet Services Fund Group in the Financial Management Department by \$213,649, offset by funds available generated by revenue collected from user departments through the Fleet Memorandum of Understanding (MOU). (Citywide)

**DISCUSSION**

City Council approval is requested to amend Contract No. 32000897 with SunWest to increase the contract amount by \$144,649 for the current term, to continue providing monthly and annual inspections, testing, maintenance, and repair services for the City of Long Beach's (City) 16 UST and AST fuel sites, for a revised total contract amount not to exceed \$1,144,649. SunWest has been providing fuel site and tank operating services to the City over the last seven years.

The original invitation to Bid (ITB) FS-20-016 was advertised on January 30, 2020, and 29 potential bidders specializing in fuel site and tank operating inspection, testing, maintenance, and repair services were notified of the bid opportunity. Of those bidders, 18 downloaded the ITB via the City's electronic bid system. The ITB document was made available from the Purchasing Division's weekly update of Open Bid Opportunities, which was sent to 42 local, Minority-owned, and women-owned business groups. There were seven responses received on January 28, 2020. Of those seven bidders, none were Minority-owned Business Enterprises (MBEs), three were Women-owned Business Enterprises (WBEs), four were certified Small Business Enterprises (SBEs), and none were Long Beach vendors (Local).

It was anticipated at the time of the bid that annual costs would be less than \$200,000. Therefore, under the City Manager's authority per City Procurement policy, MUNIS Contract No. 32000897 was executed, for a period of two years, with the option to renew for three additional years. The City is currently in the fourth year of the contract. The original annual contract amount was \$200,000. However, since execution of the contract, City staff have determined an additional \$144,649 is needed for the current term to complete a critical large piping and sump repair

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project at Shoreline Marina, Fuel Site 41. The one-time costs will include project management, demolition, pipe and monitoring, installation, testing, inspection, and certification of Fuel Site 41.

This matter was reviewed by Deputy City Attorney Taylor Anderson on December 18, 2023, Purchasing Agent Michelle Wilson on December 15, 2023, and by Acting Revenue Management Officer Valerie Valentine on December 28, 2023.

### TIMING CONSIDERATIONS

City Council action is requested on January 16, 2024, to ensure there is no interruption to services.

### FISCAL IMPACT

The requested action increases the contract authority with SunWest by \$144,649, for a total revised contract amount not to exceed \$1,144,649. An appropriation increase of \$213,649 is requested in the Fleet Services Fund Group in the Financial Management Department offset by funds available generated by revenues received from charges to departments as part of the Fleet Services Memorandum of Understanding (MOU) billing process. If needed, the Financial Management Department will request subsequent years' appropriation as part of the annual budget process. 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  
Financial Management

APPROVED:



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THOMAS B. MODICA  
CITY MANAGER