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

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

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

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

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

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

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

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

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

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

First Call Staffing
3511 Pacific Coast Hwy # F
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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