



*City of Arts & Innovation*

# City Council Memorandum

**TO: HONORABLE MAYOR AND CITY COUNCIL** **DATE: MAY 25, 2021**

**FROM: PUBLIC WORKS DEPARTMENT** **WARDS: ALL**

**SUBJECT: INCREASE PURCHASE ORDER NO. 210016 TO 3M COMPANY BY \$15,316.00 FOR A TOTAL AMOUNT OF \$65,000.00 FOR THE ANNUAL PURCHASE OF VINYL SIGN MATERIALS USED IN SIGN FABRICATION AND INSTALLATION BY CITY CREWS. INCREASE PURCHASE ORDER NO. 210727 TO ZUMAR INDUSTRIES, INC. BY \$16,000.00 FOR A TOTAL AMOUNT OF \$65,000.00 FOR THE ANNUAL PURCHASE OF ALUMINUM SIGNS AND MATERIAL USED IN SIGN FABRICATION AND INSTALLATION BY CITY CREWS**

## **ISSUE:**

Increase Purchase Order No. 210016 to 3M Company by \$15,316.00 for a total amount of \$65,000.00 for the annual purchase of vinyl sign materials used in the fabrication and installation of City street signs. Increase Purchase Order No. 210727 to Zumar Industries, Inc. by \$16,000.00 for a total amount of \$65,000 for the annual purchase of aluminum signs and materials used in the fabrication and installation of City street signs.

## **RECOMMENDATIONS:**

That the City Council:

1. Approve an increase to Purchase Order No. 210016 to 3M Company of St. Paul, MN by \$15,316.00 for a total amount of \$65,000; and
2. Approve an increase to Purchase Order No. 210727 to Zumar Industries of Santa Fe Springs, CA by \$16,000.00 for a total amount of \$65,000.

## **BACKGROUND:**

The Public Works Department is responsible for the daily maintenance of all regulatory, warning, and directional signage along the approximately 872 miles of surface streets throughout the City of Riverside. Currently, the City's street maintenance is delivered through two methods – Capital Improvement Projects and by Public Works Street Maintenance Division Crews.

City Crews are responsible for ensuring that sign fabrication and installation are in accordance with the Manual on Uniform Traffic Control Devices (MUTCD) for Streets and Highways issued by the Federal Highway Administration of the United States Department of Transportation and

revised by the State of California Department of Transportation to specify the standards by which traffic signs, road surface markings, and signals are designed, installed, and used.

In FY 2019/20, City crews fabricated and installed over 6,500 signs throughout the City of Riverside. The completion of the Street Sweeping sign replacement and an increase of Traffic Engineering projects consumed a large portion of the vinyl inventory and aluminum sign materials required to fabricate signs. It is expected that the increase to these purchase orders will be sufficient for the Street Maintenance Sign Shop to maintain a proper inventory of regulatory, warning, and directional signs necessary to complete the fiscal year.

## **DISCUSSION:**

In FY 2019/20, informal bids were solicited by the Public Works Department for Annual Requirements of Vinyl Signage Material for the FY 2020/21 budget year. 3M Company was the lowest bidder and permitted the City of Riverside to take advantage of the County of El Dorado rates. These rates are in accordance with the County of El Dorado Bid #21-289-002 which is fixed through December 21, 2023.

In FY 2019/20, informal bids were also solicited by the Public Works Department for Annual Requirements of Aluminum Blanks and Signage Material for the FY 2020/21 budget year and Zumar Industries, Inc. was the lowest bidder.

The additional increases to Purchase Order No. 210016 and Purchase Order No. 210727 are necessary to replenish existing vinyl and aluminum inventory used daily in the fabrication of regulatory, warning and directional signage throughout the 872 miles of surface streets within the City of Riverside.

The Public Works Department is requesting approval for an increase of \$15,316 to Purchase Order No. 210016, for a total annual expenditure authority in an amount of \$65,000 for vinyl signing materials.

The Public Works Department is requesting approval for an increase of \$16,000 to Purchase Order No. 210727, for a total annual expenditure authority in an amount of \$65,000 for aluminum blanks and signing materials.

Section 1104 of Purchasing Resolution 23256 allows for change orders for the purposes of “adding and/or deleting quantity of items being procured”. The resolution specifies that “Unless otherwise specifically authorized by the Awarding Entity” a “Change Order which causes the contract price to exceed \$50,000, if the Contract and/or Purchase Order was not previously approved by the Awarding Entity” requires Awarding Entity approval.

The Purchasing Manager concurs that the recommendations to approve are in compliance with Purchasing Resolution 23256.

## **FISCAL IMPACT:**

The total FY 2020/21 fiscal impact is \$130,000. The additional funds of \$31,316 necessary for the change orders is available in the General Fund Public Works-Streets-Maintenance-Signing Supplies account number 4110100-424143.

Prepared by: Kris Martinez, Public Works Director  
Certified as to  
availability of funds: Edward Enriquez, Chief Financial Officer/Treasurer  
Approved by: Rafael Guzman, Assistant City Manager  
Approved as to form: Kristi J. Smith, Interim City Attorney