



*City of Arts & Innovation*

# City Council Memorandum

**TO: HONORABLE MAYOR AND CITY COUNCIL** **DATE: APRIL 9, 2024**

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

**SUBJECT: INCREASE PURCHASE ORDER NO. 240597 WITH UNITED ROTARY BRUSH CORPORATION OF DALLAS, TEXAS, IN THE AMOUNT OF \$25,000 FOR THE PURCHASE OF BROOMS AND BRUSHES FOR STREET SWEEPING VEHICLES TO COLLECT DEBRIS ALONG CITY STREETS FOR A TOTAL PURCHASE ORDER AMOUNT OF \$74,500; AND AUTHORIZE FUTURE PROCUREMENT OF STREET SWEEPER BROOMS AND BRUSHES FROM UNITED ROTARY BRUSH NOT TO EXCEED \$100,000 PER YEAR BEGINNING FY 2024/25 THROUGH FY 2028/29**

## **ISSUE:**

Authorize an increase of purchase order number 240597 with United Rotary Brush Corporation of Dallas, Texas, in the amount of \$25,000 for the purchase of brooms and brushes used by street sweeping vehicles to collect debris along City streets for a total revised purchase order amount of \$74,500; and authorize future procurement of street sweeper brooms and brushes from United Rotary Brush not to exceed \$100,000 per year beginning FY 2024/25 through FY 2028/29 subject to availability of budgeted funds.

## **RECOMMENDATIONS:**

That the City Council:

1. Authorize an increase of Purchase Order number 240597 with United Rotary Brush Corporation of Dallas, Texas, in the amount of \$25,000 for the purchase of brooms and brushes used by street sweeping vehicles to collect debris along city streets for a total purchase order amount of \$74,500; and
2. Authorize the future procurement of street sweeper brooms and brushes from United Rotary Brush in an amount not to exceed \$100,000 per year beginning FY 2024/25 through FY 2028/29, subject to availability of budgeted funds.

## **BACKGROUND:**

The Public Works Department is responsible for the City of Riverside's Street Sweeping program, which cleans 63,500 miles of roads yearly, making neighborhoods pleasant, secure, and healthy places to live. Street sweeper broom and brush bristles are made of various materials, including steel, wire, and nylon, which deteriorate over time and must be replaced regularly. The brooms

deteriorate more quickly when heavier debris is swept following a storm event or heavy downpour.

## **DISCUSSION:**

In the current fiscal year 2023/24, informal quotes were sought from four vendors for replacement brooms and brushes. Two vendors, United Rotary Brush Corporation (United Rotary) and The Cutting-Edge, submitted quotes, and two vendors, Grainger and Haaker Equipment, did not submit quotes and recommended that the City contact United Rotary for these specific parts as the broom and brush models needed are outdated and only United Rotary manufactures this model. The Cutting-Edge sources these brooms from United Rotary and then applies a 30% markup to the purchase cost.

Staff recommends continuing to source brooms and brushes directly from United Rotary, as it remains the exclusive manufacturer of brooms and brushes that are compatible with the City's older street sweepers and is requesting authorization to procure directly from the manufacturer, United Rotary Brush Corporation, for the next five fiscal years.

This item follows Purchasing Resolution 23914, Article Six: Acquisition of Goods, Section 602 Exceptions which states that Competitive Procurement through the Informal Procurement and Formal Procurement process shall not be required in any of the following circumstances: "(d) When the Procurement can only be obtained timely from a Single Source and the Manager is satisfied that the best price, terms and conditions for the Procurement thereof have been negotiated" ...and through Purchasing Resolution 23914, Article Eleven: Purchase Order and Purchase Requisition Procedures, Section 1104 Change Orders which states that "Modifications to a Purchase Order shall be made only by Change Order. Subject to the availability of funds, Change Orders may be utilized for purposes of...(1) adding and/or deleting quantity of items being procured...Unless otherwise specifically authorized by the Awarding Entity, Change Orders which cumulatively exceed the following will requires Awarding Entity approval (b) Any 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."

The Purchasing Manager concurs that the recommendations comply with Purchasing Resolution 23914.

## **STRATEGIC PLAN ALIGNMENT:**

This item contributes to **Strategic Priority 4 – Environmental Stewardship** and **Goal 4.4 – Implement measures and educate the community to responsibly manage goods, products, and services throughout their life cycle to achieve waste reduction outcomes.**

Furthermore, this project aligns with each of the five Cross-Cutting Threads as follows:

1. **Community Trust** –City staff will continue to sweep the streets in an effort to remain in compliance with environmental programs for the community.
2. **Equity** – City staff will provide education and outreach to our communities to help keep our City streets and roads clean and to reduce safety hazard risks.
3. **Fiscal Responsibility** – These funds are used to purchase equipment so the City can expand its capabilities to manage the funds in good faith effort.

4. **Innovation** – The City provides the value our community expects to meet the street-sweeping needs by purchasing durable products with a longer and more efficient life cycle.
5. **Sustainability & Resiliency** – The city will continue to protect the environment for future generations by promoting a zero-waste lifestyle since it is integral to stormwater pollution prevention.

**FISCAL IMPACT:**

The total fiscal impact of this action for the current fiscal year is \$25,000. Sufficient funds are budgeted and available in the Refuse Fund, Street Sweeping, Street Sweeper Supplies account number 4130400-424141.

Appropriations for purchases of up to \$100,000 per year beginning FY 2024/25 will be included in the department's budget submissions for those fiscal years to be presented to the City Council for adoption.

Prepared by:	Christina Navaratnam, Senior Administrative Analyst
Approved by	Gilbert Hernandez, Public Works Director
Certified as to	
availability of funds:	Kristie Thomas, Finance Director/Assistant Chief Financial Officer
Approved by:	Kris Martinez, Assistant City Manager
Approved as to form:	Phaedra A. Norton, City Attorney
Attachment:	United Rotary Brush Corporation Quote