



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: MAY 16, 2023

FROM: PUBLIC WORKS DEPARTMENT WARDS: ALL

SUBJECT: EMERGENCY CHANGE ORDER TO PURCHASE ORDER NO. 230597 WITH UNITED ROTARY BRUSH CORPORATION OF DALLAS, TEXAS, IN THE AMOUNT OF \$10,000, AND ADDITIONAL CHANGE ORDER AUTHORITY IN THE AMOUNT OF \$30,000, FOR PURCHASES OF STREET SWEEPING BROOMS AND BRUSHES FOR A REVISED TOTAL COMPENSATION AMOUNT OF \$89,500

ISSUE:

Consider ratification of an Emergency Change Order to Purchase Order No. 230597 with United Rotary Brush Corporation of Dallas, Texas, in the amount of \$10,000, and approval of additional change order authority in the amount of \$30,000, for purchases of brooms and brushes used by street sweeping vehicles to collect debris along City streets, for a revised total compensation amount of \$89,500.

RECOMMENDATIONS:

That the City Council:

1. Ratify an Emergency Change Order of \$10,000, authorized by the Purchasing Manager on April 5, 2023 pursuant to Section 301(c) of Purchasing Resolution 23914, to cover the one month of purchases to maintain services;
2. Authorize additional change order authority to Purchase Order No. 230597 with United Rotary Brush Corporation of Dallas, Texas in the amount of \$30,000, for the purchase of brooms and brushes used by Street Sweeping vehicles to collect debris along City streets for a revised total compensation amount of \$89,500; and
3. Authorize the City Manager, or designee, to execute documents necessary to effectuate this purchase, including making minor and non-substantive changes.

DISCUSSION:

The City of Riverside's Street Sweeping Program contributes towards the cleanliness of our City roadways and helps prevent debris from entering our storm drain system to protect waterways, thereby improving resident quality of life and reducing our environmental impacts. A total of nine

trucks are used by street sweeping crews to clean 63,500 miles of roads every year. Broom and brush bristles deteriorate over time and need to be replaced on a regular basis. The bristles on brooms and brushes are made of a variety of materials, including steel, wire, and nylon. When sweeping up debris during a storm or a heavy downpour, the broom is put under more pressure leading to early deterioration. The heavy and numerous rainstorms to hit Southern California likely contributed to shorter lifespans of the street sweeping brushes.

Due to the increased pressure and stress on brushes causing them to wear out quicker and the increased volume of brushes used due to quicker expiration of individual brushes, inventory was depleted at a faster rate than anticipated. On April 5, 2023, the Purchasing Manager approved an emergency change order of \$10,000 to the existing Purchase Order of \$49,500 to continue sweeping streets due to public health and public safety. Section 301 of Purchasing Resolution 23914 allows for an emergency and states that: "An 'emergency' shall be deemed to exist under any one or more of the following circumstances: ... (c) A breakdown in machinery, facilities or essential services which requires the immediate Procurement of Goods, Services, or Construction to protect the public health, welfare, safety, property, or personal/confidential information".

Without replenishment, the inventory of brooms and brushes for the Street Sweeping Division will be exhausted in the next few weeks. This will potentially impact street sweeping operations for the City and we may fall out of compliance with the National Pollutant Discharge Elimination System (NPDES), which requires all jurisdictions to prevent all debris, material, and pollutants from entering the storm drain system. The City may be subject to fines and penalties for failure to comply with NPDES.

Informal quotes were solicited from three vendors; however, only two provided quotes. United Rotary Brush Corporation is a leading supplier in the sweeping sector and provided the most competitive bid.

In order to purchase needed brooms and brushes, the Public Works Department is requesting approval for additional change order authority in the amount of \$30,000 to Purchase Order (PO) No. 230597, for a revised compensation amount of \$89,500.

Section 1104 of Purchasing Resolution 23914 allows for change orders and states: "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, (2) modifying unit prices, (3) modifying scope of Work/services being provided, where the modification is reasonably related to the original scope of work/services, (4) changing funding source(s), (5) modifying contract completion time or the term of a Contract, or (6) any other change approved by the Manager. Unless otherwise specifically authorized by the Awarding Entity, Change Orders which cumulatively exceed the following will require 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 Awarded Entity".

The Purchasing Manager concurs that the recommendation to authorize the change order authority is in compliance 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 provides 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 will be able to 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 that will have a longer and more efficient life cycle.
5. **Sustainability & Resiliency** – The City will continue to protect the environment for future generations and move towards zero-waste since it is an important part of stormwater pollution prevention.

FISCAL IMPACT:

The total fiscal impact of this action is \$40,000. Sufficient funds are budgeted and available in the Refuse Fund, PW-Solid Waste-Street Sweeping account number 4130400-424141.

Prepared by:	Gilbert Hernandez, Public Works Director
Certified as to	
availability of funds:	Edward Enriquez, Interim Assistant City Manager/Chief Financial Officer/City Treasurer
Approved by:	Kris Martinez, Assistant City Manager
Approved as to form:	Phaedra A. Norton, City Attorney