



# City of Culver City

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## Staff Report Details (With Text)

**File #:** 20-268      **Version:** 2      **Name:**  
**Type:** Minute Order      **Status:** Consent Agenda  
**File created:** 9/6/2019      **In control:** City Council Meeting Agenda  
**On agenda:** 9/23/2019      **Final action:**  
**Title:** CC - (1) Approval of a Change Order to an Existing Purchase Order with Toter LLC for 32 Gallon - 96 Gallon Automated Refuse, Recycling and Organics Containers in an Additional Amount Not-to-Exceed \$175,000 for FY 2019/2020 and (2) Approval of a Purchase Order with Toter LLC for 32-96 Gallon Carts for FY 2020/2021 and FY 2021/2022 in the Amount of \$ 120,000 Annually.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
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**CC - (1) Approval of a Change Order to an Existing Purchase Order with Toter LLC for 32 Gallon - 96 Gallon Automated Refuse, Recycling and Organics Containers in an Additional Amount Not-to-Exceed \$175,000 for FY 2019/2020 and (2) Approval of a Purchase Order with Toter LLC for 32-96 Gallon Carts for FY 2020/2021 and FY 2021/2022 in the Amount of \$ 120,000 Annually.**

**Meeting Date:** September 23, 2019

**Contact Person/Dept:** Kim Braun/Public Works  
**Phone Number:** 310-253-6421

**Fiscal Impact:** Yes ☒ No ☐

**General Fund:** Yes ☐ No ☒

**Public Hearing:** ☐      **Action Item:** ☐      **Attachments:** ☐

**Commission Action Required:** Yes ☐ No ☒      **Date:**

**Public Notification:** (E-Mail) Meetings and Agendas - City Council (09/17/19);

**Department Approval:** Charles D. Herbertson, Director of Public Works/City Engineer (09/06/19)

### RECOMMENDATION

Staff recommends the City Council (1) approve a change order to an existing purchase order with Toter LLC for 32 gallon - 96 gallon automated refuse, recycling and organics containers in an

additional amount not to exceed \$175,000 for FY 2019/2020 and (2) approve a purchase order with Toter LLC for 32-96 gallon carts for FY 2020/2021 and FY 2021/2022 in the amount of \$120,000 annually.

## **BACKGROUND/DISCUSSION**

The Environmental Programs & Operations Division (EPO) of the Public Works Department provides and services approximately 20,500 refuse, recycling and organics automated containers throughout the city for single family residences, multi-family properties with four units or less and small businesses. Containers are collected weekly with automated side loader vehicles. Although the majority of the containers that are provided to the customers are either 64 or 96 gallon, EPO is piloting smaller size containers which are 32 and 48 gallon, respectively. The smaller sized containers are being introduced in the Raintree townhome community on Jefferson Boulevard the second week of October 2019. Raintree is the only multi-unit complex that does not have city provided containers or automated vehicle collection. Staff currently collects refuse and recycling manually by lifting numerous trash bags or various sized trash containers purchased by the resident and tossing the materials into the back of a rear loader. Blue bags are provided to the residents to be used for recycling collection.

EPO staff met with the residents of the Raintree complex and advised that tipper arms were installed on the rear loader making the vehicle capable of collecting containers provided by the City. This will reduce risk of injury to staff, lessen the risk of bags breaking resulting in trash and/or leachate seeping into the driveway and, lids on the containers protect the area from coyotes, raccoons and other vermin foraging through the trash bags or open top cans.

At the meeting, Raintree residents advised that the complex was very dense and there would not be enough room to store both a 64 gallon and 96 gallon container. As a result, EPO staff tested smaller sized containers with the rear loader vehicle and the tipper arms are able to pick-up the smaller containers. EPO staff met individually with residents and together, configured various sized containers to fit within their property. If the introduction of smaller containers is successful, EPO will introduce these containers to residents throughout the community in FY 2020/2021 if staff determines there is a need to reduce the container size.

Also, the existing container inventory is almost depleted and many single family residents are on a waiting list for a replacement container.

This procurement is exempt from formal bidding procedures per Culver City Municipal Code Section 3.07.045.G, where competitive bid procedures have already been utilized by the City, public agency or joint power agency and the goods or supplies are supplied to the City at the same or better price. Because these automated carts, as supplied by Toter LLC, have previously undergone competitive bid procedures with the National Intergovernmental Purchasing Alliance (IPA), a national purchasing cooperative, and Toter LLC will supply the same goods or supplies at the same or better rate, this procurement meets this requirement.

## **FISCAL ANALYSIS**

The FY 2019/2020 purchase order for Toter LLC has an \$80,000 appropriation as approved by City

Council on September 11, 2017. An additional \$ 95,000 is needed to accommodate both the conversion of Raintree from manual collection to automated and to provide replacement containers for all the residents currently on the waiting list as well as having an inventory supply for future replacement requests during this current fiscal year. FY 2019/2020 has sufficient funding in the Refuse Disposal - Department Special Supplies account (20260400.732120) for the container purchase. Future years funding will be contingent upon budget approval.

## ATTACHMENTS

None.

## MOTION

That the City Council:

1. Approve a change order for the existing purchase order with Toter LLC for 32 - 96 gallon automated carts in an additional amount not-to-exceed \$175,000 including all fees and taxes; and
2. Approve a purchase order for an additional two years for \$120,000 annually or an aggregate amount not-to-exceed \$ 240,000; and
3. Authorize the Purchasing Officer to prepare and execute the change order and purchase order on behalf of the City.