

Council/Agency Meeting Held: _____	_____ City Clerk's Signature
Deferred/Continued to: _____	
<input type="checkbox"/> Approved <input type="checkbox"/> Conditionally Approved <input type="checkbox"/> Denied	
Council Meeting Date: 2/7/2005	Department ID Number: CS05-006

**CITY OF HUNTINGTON BEACH
REQUEST FOR CITY COUNCIL ACTION**

SUBMITTED TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS

SUBMITTED BY: *Penelope Culbreth Graft*
PENELOPE CULBRETH-GRAFT, CITY ADMINISTRATOR

PREPARED BY: JIM B. ENGLE, DIRECTOR, COMMUNITY SERVICES *JBE*

SUBJECT: **APPROVE SOLE SOURCE PROCUREMENT OF PLAYGROUND EQUIPMENT**

RECEIVED
 CITY CLERK
 CITY OF
 HUNTINGTON BEACH
 2005 JAN 26 A 9:00

Statement of Issue, Funding Source, Recommended Action, Alternative Action(s), Analysis, Environmental Status, Attachment(s)
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Statement of Issue: Administrative Regulation No. 229 requires City Council approval for all sole source procurements over \$50,000. The Community Services Department is requesting approval of sole source procurement for purchase and installation of tot lot play equipment.

Funding Source: Funds are budgeted in Community Development Block Grant Park Improvement Account 86645101.82000 (\$82,533.67) for purchase and installation of tot lot play equipment at three parks.

Recommended Action: Motion to:

Approve Sole Source Procurement from Dave Bang & Associates, Inc. for purchase and installation of tot lot play equipment.

Alternative Action(s): Do not approve the Sole Source Procurement for purchase and installation of tot lot play equipment, and instruct staff on how to proceed.

(continued on next page)

E-10

REQUEST FOR ACTION

MEETING DATE: 2/7/2005

DEPARTMENT ID NUMBER: CS05-006

Analysis: Since 1998, the city has gone through an extensive replacement program for play equipment located in each park playground. At the onset of the replacement program, the city went through a bid process and selected play units manufactured by Playworld Systems. These units were selected based on competitive pricing and product quality. The Playworld System units meet all safety accessibility standards and have proven to be of high quality. After-purchase support from the manufacturer has also been excellent. Dave Bang & Associates is the sole distributor for this product. Administrative Services has evaluated the current pricing of the equipment against the original bid process. The pricing of the equipment is well within the Consumer Price Index for this period of time.

There are 61 playgrounds within the city's park system. Each playground includes at least two modular play units designed for specific age groups. The Park Maintenance Division of the Public Works Department maintains the units, performs regular safety inspections, and replaces parts when needed as a result of normal wear or vandalism. By standardizing one brand of play equipment, the city has reduced costs by stocking parts that are interchangeable between units at all playgrounds. This has also significantly reduced the "downtime" for the play equipment, thereby providing better service to the public. Purchasing different play equipment would result in incompatibility with existing parts in stock and increase costs by having to purchase and stock parts from different manufacturers. In addition, Park Maintenance staff is familiar with repair and maintenance of Playworld System units.

The Community Services Department received funding under the Community Development Block Grant Program to purchase and install additional modular play units at Sun View, Lake View and McCallen Parks. In order to maintain consistency in the park system and minimize costs, staff is recommending purchase of Playworld System units through Dave Bang & Associates.

Environmental Status: N/A

Attachment(s):

City Clerk's Page Number	No.	Description
3	1.	Sole Source Justification

E-10.2

E-10.3

ATTACHMENT #1

OR
OP/OC

SOLE-SOURCE JUSTIFICATION

For use on all goods and services acquisitions.

This justification document consists of two (2) pages. All information must be provided and all questions must be answered. The "Required Approvals" section must include a date for each signature, as appropriate for the transaction.

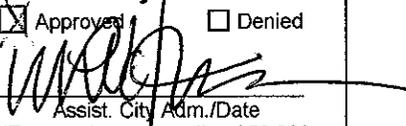
Requesting Department Information	
Requestor Name: David Dominguez	Division Manager: David Dominguez <small>(Type names. Do not sign.)</small>
Department: Community Services	Department Head: Jim Engle <small>(Type names. Do not sign. Must be same as signature below.)</small>

Department Contact Information	
Contact Name: David Dominguez	Street Address:
Telephone: (714) 374-5309	
FAX: (714) 374-1654	Shipping Address:
Cellular phone: (714) 374-9910	

Required Contact Information		
Contractor/Supplier Name: Dave Bang & Associates		
Contractor/Supplier Address: 1885 N. Main Orange, CA 92865		
Original Contract Amount:* \$82,533.67 <small>(*Includes original contract and previously approved amendments)</small>	Amendment Amount:* (if applicable) \$ <small>(*Current amendment only)</small>	New Contract Amount: * \$ <small>(*Includes original contract and all amendments, including current amendment)</small>

Provide a brief description of the acquisition, including all goods and/or services the contractor will provide:
(2) Playworld Huntington Beach "C" Units (1) Playworld Huntington Beach "B" Unit (1) Playworld Huntington Beach 2-Bay Arch Swing All units above include site preparation, equipment delivery and installation. All equipment is designed to city specifications

Contract Type and Term		
Contract Type: Select One: <input type="checkbox"/> Goods <input type="checkbox"/> Service <input type="checkbox"/> Goods & Services	Contract Term: Begin: _____ End: _____	What account number will be used to purchase Bus Unit _____ Obj. Code _____

Required Approvals			
Department Head <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied  Executive Director/Date	Central Services Manager <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied  Central Services Manager/Date	Administrative Services Director <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied  Adm. Services Dir. /Date	Assistant City Administrator <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied  Assist. City Adm./Date <small>(Transactions exceeding \$50,000 must be council approved)</small>

Remit completed form to: Central Services Division
2000 Main St, Huntington Beach, CA 92648

E-10.4

Complete responses must be provided for all of the following items.

A. THE GOOD/SERVICE REQUESTED IS RESTRICTED TO ONE SUPPLIER FOR THE REASONS STATED BELOW:

1. Why is the acquisition restricted to this goods/services/supplier?

(Explain why the acquisition cannot be competitively bid.)

Dave Bang is the only supplier of Playworld units and replacement parts, which are consistent with existing units within all city parks.

2. Provide the background of events leading to this acquisition.

Based on a previous bid, Dave Bang & Associates was selected to install play units throughout the city park system. Grant funds are available to install new units at playgrounds needing additional play units, or existing units replaced.

3. Describe the uniqueness of the acquisition (why was the good/service/supplier chosen?)

Supplier's product has proven to be of good quality and after purchase support has been excellent. Components of Playworld units are also interchangeable with the equipment already used by the city.

4. What are the consequences of not purchasing the goods/services or contracting with the proposed supplier?

Installing different units would result in incompatibility with existing play units and part supplies stocked by the city. The city would also have to stock replacement parts from various suppliers leading to additional costs and reducing the opportunity for economy of scale purchases for parts.

5. What market research was conducted to substantiate no competition, including evaluation of other items considered?

(Provide a narrative of your efforts to identify other similar or appropriate goods/services, including a summary of how the department concluded that such alternatives are either inappropriate or unavailable. The names and addresses of suppliers contacted and the reasons for not considering them must be included OR an explanation of why the survey or effort to identify other goods/services was not performed.)

Dave Bang is the exclusive supplier of Playworld units and parts. No other manufacturer can provide or supply replacement parts for play units.

B. PRICE ANALYSIS

1. How was the price offered determined to be fair and reasonable?

(Explain what the basis was for comparison and include cost analyses as applicable.)

Bid to replace play equipment was conducted six years ago. Costs for current units are within inflationary factors and have not risen extraordinarily since the original bid. In the six years this equipment increased only 6.21%, or 1.04% per year.

2. Describe any cost savings realized or costs avoided by acquiring the goods/services from this supplier.

The city would also have to stock replacement parts from various suppliers leading to additional costs and reducing the opportunity for economy of scale purchases for parts.

E-10.5

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