



CC Regular Meeting AGENDA ITEM REPORT

Meeting: September 17, 2024
Title: Purchase Order Authorization – Purchase of New Trash Receptacles for City Parks
Presented by: Rafael M. Fajardo, Interim Director of Public Works/City Engineer
Recommendation: Authorize the City Manager, or his designee, to approve a Purchase Order in the amount of \$34,959.09 with TreeTop Products, LLC and purchase New Trash Receptacles for City Parks.

EXECUTIVE SUMMARY:

In the continued effort to enhance public park spaces, the Department of Public Works is striving to standardize trash receptacles across all City Parks. During the FY 2024-25 Budget Process, monies from the City’s Environmental Services Fund were approved in the amount of \$35,000 per annum over the next three (3) fiscal years to accomplish this task. For fiscal year 2024-25, City staff is proposing to order 54 new trash receptacles to replace units currently situated within Covina Park, Hollenbeck Park and Wingate Park.

DISCUSSION:

Based on recently installed trash receptacles at Banna Park that have proven durable, functional and appealing to the public, the Department of Public Works is planning to use the Banna Park trash receptacle (Attachment A) as a standard for all City Parks and will purchase additional units to replace existing trash receptacles upon City Council approval of a purchase order with TreeTop Products, LLC. Given available funding in FY 2024-25 for this project, City staff will be able to replace 54 antiquated trash receptacles at Covina Park, Hollenbeck Park and Wingate Park with plans to purchase additional replacement units in subsequent fiscal years to ensure all City Parks are eventually outfitted with new trash receptacles.

Informal quotes were obtained to procure new trash receptacles for City Parks and conveyed the following results:

Rank	Company Name	Location	Amount
1	TreeTop Products, LLC	Batavia, IL	\$34,959.09
2	Global Industrial	Port Washington, NY	\$34,963.17
3	Uline	Ontario, CA	\$36,720.00

TreeTop Products, LLC is a part of the Interlocal Purchasing System – Government Purchase Cooperative under TIPS Contract #230301. From this, the City’s formal bid process was not necessary in order to move forward with this purchase.

Upon review of the proposed quotes, City staff recommends that a purchase order be awarded to TreeTop Products, LLC. The City of Covina has previously utilized TreeTop Products, LLC for a variety of park supplies, equipment and recreational products in the past with excellent results.

FISCAL IMPACT:

Funding allocated for the purchase of new trash receptacles to be installed within City Parks was included in the Department of Public Works’ FY 2024-25 Operating Budget as follows:

Fund	Amount	Account
Environmental	\$35,000	6200-5580-54990

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

Not applicable.

Respectfully submitted,



Rafael M. Fajardo
Interim Director of Public Works/City Engineer