

Honorable Mayor and Members  
of the City Council  
City Hall  
Torrance, California

**Members of the Council:**

**SUBJECT: Community Services – Authorize purchase order for recreation and cultural program supplies.**

**Expenditure: Not-to-Exceed \$45,450**

**RECOMMENDATION**

Recommendation of the Community Services Director that City Council authorize an annual purchase order to Smart and Final, Iris Company, of Torrance California, in an amount not-to-exceed \$45,450 to furnish various program supplies throughout the year, effective July 1, 2012, through June 30, 2013.

Funding

Funding is available in the FY 2012-13 Parks and Recreation Enterprise Fund Budget.

**BACKGROUND**

For many years the Community Services Department has purchased food products, paper goods, and other miscellaneous supplies from Smart and Final, Iris Company, for its Recreation and Cultural Programs, as well as for various Commission sponsored events. Smart & Final is located in Torrance, California, and has the quantity and quality of products needed by the Department's programs.

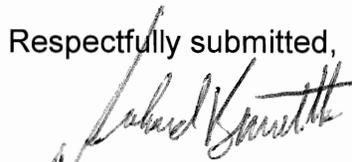
**ANALYSIS**

Smart and Final, Iris Company, was selected for a variety of reasons, including their acceptance of purchase orders. This allows a variety of program staff to shop for their individual program needs while conveniently paying for supplies through the purchase order. The two main competitors, Sam's Club and Costco, do not allow purchase orders, have membership fees that offset any savings from bulk purchases, and require purchases in quantities that exceed the storage capabilities of many of the program facilities.

Staff then identified the most commonly purchased food items and conducted a cost-comparison between local grocery stores including Vons and Ralphs. The survey results show Smart & Final as being the least expensive alternative for those items (Attachment A).

Therefore, the Community Services Director recommends awarding a purchase order for an amount not-to-exceed \$45,450 effective FY 2012-13 (July 1, 2012, through June 30, 2013).

Respectfully submitted,



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RICHARD BRUNETTE  
Recreation Services Manager

CONCUR:



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JOHN JONES  
Community Services Director



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LeROY J. JACKSON  
City Manager

Attachments: A) Cost Comparisons of Primary Products to be purchased

## ATTACHMENT A

### Cost Comparisons of Primary Products to be Purchased for Recreation and Cultural Arts Programs

In order to insure that the City is obtaining the lowest prices for these items, Community Services Department staff identified the 7 most commonly purchased goods and conducted a cost comparison between local Torrance Ralph's, Vons, and Smart and Final markets. Below are the results:

<b>PRICE COMPARISON OF MOST COMMONLY PURCHASED FOOD ITEMS FOR MULTIPLE RECREATION AND CULTURAL DIVISION PROGRAMS</b>				
Items Compared	Unit of Measure Ounce/Pound	Smart and Final	Vons (Safeway)	Ralphs (Kroger)
Bananas	Pound	\$0.63	\$0.79	\$0.69
Apples	Pound	\$0.96	\$0.99	\$1.49
Tortilla Chips (Doritos)	Ounce	\$0.33	\$0.42	\$0.35
Cookies (Chips Ahoy)	Ounce	\$0.12	\$0.15	\$0.16
Crackers (Cheez-It)	Ounce	\$0.33	\$0.36	\$0.33
Cereal (Variety)	Ounce	\$0.12	\$0.19	\$0.10
Chex Mix	Ounce	\$0.19	\$0.34	\$0.32
<b>Total Average Cost:</b>		<b>\$2.68</b>	<b>\$3.24</b>	<b>\$3.44</b>