

Council Meeting
July 24, 2012

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

Members of the City Council:

SUBJECT: Community Services –Award purchase order for silk screened apparel.

Expenditure: Not to exceed \$270,000.

RECOMMENDATION

Recommendation of the Community Services Director that City Council award a purchase order to Custom Embroidery & Screen Printing by Icon of Torrance, CA in an annual amount of \$90,000 for a total not to exceed \$270,000 for the purchase of silk screened apparel (B2012-17) for a term of three years beginning September 1, 2012 through August 31, 2015.

Funding

Funding is available in the FY2012-2013 Parks & Recreation Enterprise Fund and the FY2012-2013 Community Services Department General Fund operating budgets. It is anticipated that the same funding will be available FY2013-2014 and FY2014-2015.

BACKGROUND/ANALYSIS

T-shirts and sweatshirts are worn by participants in the City's adult and youth sports programs, day camp and mini camp programs, and other events such as the annual Turkey Trot. The cost for these items is covered by the fees for the respective program. In addition to participant clothing, program staff and volunteers wear coordinated t-shirts, jackets and collared shirts during City activities to be easily recognized by the public. These items are purchased throughout the year on an "as requested" basis. By issuing a bid for these items and issuing an annual purchase order, the City is able to obtain lower pricing for larger quantities and to streamline the ordering process by working with one vendor rather than requesting price quotes each time an item is to be purchased.

On June 7, 2012, formal bids were opened and the City received bids from 4 vendors. Each bid included 18 separate bid items, each with order quantity and color variables. Vendors were asked to supply pricing for each item based on order quantities (1-59, 60-199 and so on) and by color (white, light and color).

For evaluation purposes staff used the average price of all colors within each of the order quantities and then added them together to establish an averaged unit price. The average unit price was then multiplied by that item's anticipated usage for the 3-year period (based on past

years) to determine the item total bid evaluation price. This allowed staff to evaluate all submittals equally as color and order quantities are not known until the time the order is placed.

Evaluation Example:

T-Shirts, Long Sleeve, 100% cotton, 6.1 oz., adult sizes 3-color screen print design (front & back).								
Bid Item 1	Order Quantity	White	Lights	Colors	Averaged Unit Price Used to Evaluate Bid Item #1	Estimated Quantity for 3-Year Period	Item 1 Bid Evaluation Price	
1a.	1-59 shirts	\$5.35	\$5.79	\$6.25				
1b.	60-199 shirts	\$5.30	\$5.75	\$6.20				
1c.	200-499 shirts	\$5.25	\$5.70	\$6.15				
1d.	500-999 shirts	\$5.20	\$5.65	\$6.10				
1e.	1000-1999 shirts	\$5.15	\$5.60	\$6.05				
1 f.	2000 + shirts	\$5.10	\$5.55	\$6.00				
Combined Price by Column.		\$31.55	\$34.04	\$36.75				
Average Price (Combined price from above divided by 6)		\$5.225	+ \$5.67	+ \$6.125	= \$17.02	x	9000	\$153,180

The following are the bid evaluation results (the sum of all 18 bid items). The actual price the City will pay will not exceed \$90,000 annually. The purchase order price will be the actual bid item unit price submitted in the vendors bid:

Vendor	Location	Total
Custom Embroidery & Screen Printing by Icon*	Torrance, CA	\$ 554,100.39
Elmwood Industries**	Elmwood Park, NJ	\$765,198.65
American Soccer Co. Inc	Wilmington, CA	\$893,830.20
T-Graphics West	Chino, CA	\$1,129,690.45

* Lowest Responsible Bidder is also a Torrance Vendor

** Does not meet requirement for valid California Garment License

Therefore, it is the recommendation of the Community Services Director that City Council authorize the award of a Purchase Order to Custom Embroidery & Screen Printing by Icon of Torrance, CA for a period of 3-years in an amount not to exceed \$90,000 annually.

Respectfully submitted,


 John Jones
 Community Services Director

CONCUR:


 LeRoy J. Jackson
 City Manager