

Council Meeting  
August 01, 2006

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

**Members of the City Council:**

**SUBJECT: Recommendation to authorize an annual Purchase Agreement for  
T-shirts, sweatshirts, jackets, and collared shirts**

**Ref: Bid B2006-24**

**Annual Expenditure: \$100,943.74**

**RECOMMENDATION**

The Community Services Director recommends that City Council authorize a purchase agreement with Custom Embroidery and Screen Printing by Icon, in Torrance, for the purchase of T-shirts, sweatshirts, jackets and collared shirts, for an annual amount not-to-exceed \$100,943.74.

**FUNDING**

Funding is available in the 2006-2007 Parks & Recreation Enterprise Fund.

**BACKGROUND**

T-shirts and sweatshirts are worn by participants in the City's adult and youth sports programs, day camp and mini camp programs, and are provided for runners at the annual Turkey Trot. Staff members and volunteers at the Madrona Marsh wear coordinated t-shirts, jackets, and collared shirts during City activities to be easily recognized by the public.

Staff have determined that it is more efficient to hire one vendor to provide city shirts. The large quantities allow the vendor to offer very competitive pricing, and working with one sales contact saves staff a great deal of time.

## ANALYSIS

Three formal bids were received on June 15, 2006. Per the bid requirements, pricing was submitted by the vendors for 14 different items. The lowest responsible bidder was established by multiplying the quantities specified in the bid by the corresponding unit for white shirts, light color shirts and dark shirts. That total was then divided by 3 to establish the "average total bid" for each vendor.

VENDOR	AVERAGE TOTAL BID
Custom Embroidery & Screen Printing by Icon, Torrance, CA	\$100,943.74
Kustom Imprints Orange, CA	\$109,768.10
Hot Shots Athletic Apparel Walnut, CA	\$126,586.73

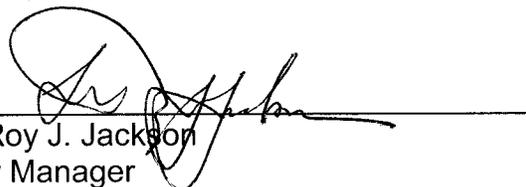
It should be noted that Custom Embroidery and Screen Printing by Icon is willing to renew for a second year with terms and conditions unchanged, if mutually agreeable to both parties at the end of the first year. This same vendor was awarded the purchase agreement as a result of the previous bid in 2004. Staff has been very satisfied with the quality of their work as well as their service.

Respectfully submitted,



Gene Barnett  
Community Services Director

CONCUR:



LeRoy J. Jackson  
City Manager