

Council Meeting of
October 24, 2006

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

SUPPLEMENTAL MATERIAL

Members of the Council:

**SUBJECT: City Manager – Authorize 2nd year option to print and deliver
Torrance Seasons publication. Expenditure: \$89,316.70**

This supplemental provides Council with the original purchase order with Southwest Offset Printing Company which was approved on January 10, 2006. The current item is requesting Council approval to exercise the 2nd year option with Southwest Offset Printing Company.

Respectfully submitted,

LeROY J. JACKSON
CITY MANAGER

By


Olivia Lopez
Management Associate

CONCUR:


LeRoy J. Jackson
City Manager

Attachment: A) Purchase Order with Southwest Offset Printing Company

Purchase Order

City of Torrance

3031 Torrance Blvd
 Torrance CA 90503
 Phone: 310-618-5820 Fax: 310-618-5825

Purchase Order	Date	Revision	Page
BPO 0000024303	01/11/2006		1
Payment Terms	Freight Terms	Plus Shipping	Ship Via
Net 30	Destination	NO	COMMON
Quoted By: Christian Dodge X144			
Req #0000019915 Vndr Cont#			

Vendor: SOUTHWEST OFFSET PRINTING COMPANY, INC.
 13650 GRAMERCY PLACE
 GARDENA CA 90249-2465

Phone: 310/323-0112 Fax: 310/323-6927

Ship To: Attn: City Manager's Office
 City of Torrance Central Receiving
 3031 Torrance Blvd
 Torrance CA 90503

Bill To: Accounts Payable
 3031 Torrance Blvd.
 Torrance CA 90503
 Phone: 310-618-5848

Line	Description	Quantity	UOM	Unit Price	Extended Amt	Due Date
1	Print and deliver Spring and Summer 2006 issues of the Torrance Seasons with full color calendar inserts per Bid B2005-56 in its entirety	44,658.35	DLR	1.00000	44,658.35	01/01/2006

Term: 1/1/06 through 12/31/06

Expenditure authorization not to exceed:

\$44,658.35

To expedite payment, the Purchase Order number must appear on all invoices, shipping documents and packages.

Payment(s) will be made upon verification and acceptance by the City Manager's Office of services performed and receipt of correct billing(s).

Approved by City Council 1/10/06. Item #71

NOTES:

1. A change order will be requested in the next fiscal year to cover the Fall and Winter 2006 issues.
2. Vendor has agreed to 2nd and 3rd year renewal of purchase order with terms and conditions unchanged, with the exception of paper price increases. Vendor will provide documentation if paper price increases do occur and the City wishes to renew purchase order.

Please coordinate all work with Olivia Lopez, City Manager's Office, 310-618-5880.

PO Subtotal 44,658.35

Total PO Amount 44,658.35

THE PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, SHIPPING DOCUMENTS AND PACKAGES.

Buyer: Sally A Howard

SEE ATTACHED TERMS AND CONDITIONS WHICH ARE PART OF THIS ORDER