

Council Meeting of  
June 5, 2007

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

**Members of the Council:**

**SUBJECT: Recommendation to approve a Purchase Order with O.C. Tanner in the amount of \$38,000 for the purchase of employee service awards for FY 2007-2008.**

**Expenditure: Not to exceed \$38,000**

**RECOMMENDATION**

The Human Resources Director recommends that the City Council approve a Purchase Order with O.C. Tanner for an amount not to exceed \$38,000 for the purchase of employee service awards during the fiscal year 2007-2008.

Funding

Funding is available in the Human Resources operating budget.

**BACKGROUND**

The Service Award Program is a vehicle to recognize employees for their valued service to the City and the role they play in the delivery of services to the community. Employees receive an award for their tenure beginning with the fifth year of service and at every five years of their career thereafter. The current Purchase Order with O.C. Tanner will expire June 30, 2007.

**ANALYSIS**

The current vendor, O.C. Tanner, has been providing the City with excellent service and quality products. O.C. Tanner delivers a broad package of unique services which allows staff to administer the entire program via the Internet. Features of the program and services provided by the vendor include:

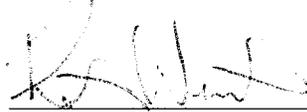
- Personalized award brochures and web page design and maintenance.
- Online access to individual orders, billing and shipping information.
- Timely delivery of award items to coincide with an employee's anniversary date.

- A 100% satisfaction guarantee on all award items.

Due to the unique service provided by O.C. Tanner this request is made with reference to TMC, Section 22.3.17, regarding sole source purchases (**Attachment A**). Approval of the Purchase Order will cover the costs of awards to recognize employees during Fiscal Year 2006 - 2007.

Respectfully submitted,

ELAINE M. WINER  
Human Resources Director

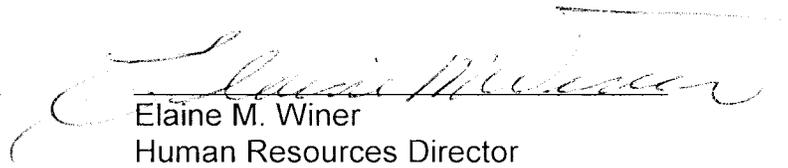


By Robert Weinmeister  
Senior Human Resources Analyst

CONCUR:



LeRoy J. Jackson  
City Manager



Elaine M. Winer  
Human Resources Director

Attachment:

A. Torrance Municipal Code, Section 22.3.17, Sole-Source Purchases

**TORRANCE MUNICIPAL CODE - SECTION 22.3.17. EXCEPTION; SOLE-SOURCE PURCHASES.**

- a) The provisions of this Article will not apply to purchases of sole-source services or property, which purchases will be made in accordance with such procedures and regulations as will be established by the City Manager.
- b) For purposes of this Section, "sole-source purchases" means those purchases where it would be undesirable or impossible for the City to advertise for bids for particular work or for patented items, or experimental or unique services or products, or where competitive purchases would be unavailable or would not prove advantageous for the City. No sole-source purchases may be made where to do so would show favoritism, improvidence, extravagance, fraud or corruption, or result in the waste of public funds, but may be used only to obtain the best economic result for the public.