

Council Meeting of

August 5, 2008

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

**Members of the Council:**

**SUBJECT: Community Services – Authorize annual purchase order  
for T-shirts, sweatshirts, jackets, and collared shirts.**

**Expenditure: Not to exceed \$100,974**

**RECOMMENDATION:**

Recommendation of the Community Services Director that City Council authorize a purchase order 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 \$100,974.

**Funding**

Funding is available in the 2008-2009 Parks & Recreation Enterprise Fund.

**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 events such as the annual Turkey Trot. In addition to participant clothing, Recreation Services staff members and volunteers wear coordinated t-shirts, jackets and collared shirts during City activities to be easily recognized by the public. The large quantities allow the vendor to offer very competitive pricing, and working with one sales contact saves staff a great deal of time.

In August 2006, a purchase agreement was awarded to Custom Embroidery & Screen Printing by Icon as a result of Bid B2006-24. In their bid response the vendor agreed to renew their agreement for a second and third year with pricing, terms and conditions unchanged.

Staff has been very satisfied with the quality of the product as well as the service provided by Custom Embroidery. Custom Embroidery sent a letter stating they would be willing to honor the pricing, terms, and conditions for an additional 4<sup>th</sup> year (see Attachment A).

Staff has determined that Custom Embroidery's pricing is still more competitive than pricing recently received by the City of Arcadia when they awarded a purchase order to another vendor as a result of a bid that opened in May 2008.

The recommendation to renew the existing purchase agreement with Custom Embroidery and Screen Printing by Icon falls under the Special Opportunity Purchases Section on the Torrance Municipal Code:

Section 22.3.18 Exception; Special Opportunity Purchases

Special opportunity purchase may be made by the City Manager where:

A: The City Council finds that a proposed purchase that is subject to this Article is either below the current market price and will result in a significant cost savings to the City, or that the proposed purchase is not more than the current market price, and that significant time will be saved in delivery or installation of the equipment by such a purchase; and

B: The City has a current need for the item or items of property to be purchased.

Respectfully submitted,

  
JOHN JONES  
Community Services Director

CONCUR:

  
LeROY J. JACKSON  
City Manager

Attachment: A) Letter of Interest from Custom Embroidery and Screen Printing by Icon

ATTACHMENT A

*Custom Embroidery and Screen Printing*

*By Icon*

*2527 W. 237th Street Suite D*

*Torrance, CA 90505*

310-325-4533 fax: 310-325-2090

6/9/2008

City of Torrance  
Attn: Sally Howard/Purchasing  
3031 Torrance Blvd.  
Torrance, CA 90503

Dear Sally,

I am interested in honoring my BID B2006-24 for another year. From 8/15/08-8/15/09. Prices would remain the same, as well as the artwork fees, and screen charges. No changes would be made to this Bid what so ever.

Please contact me if additional information is needed.

Sincerely,

Tana Acosta