

Council Meeting  
September 1, 2009

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

**Members of the City Council:**

**SUBJECT: Community Services – Authorize the Award of an Annual Purchase Order for T-Shirts, Sweatshirts, Collared Shirts, Jerseys and Jackets**

**Expenditure: Not to exceed \$100,000  
Ref: Bid B2009-32**

**RECOMMENDATION**

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 the purchase of T-shirts, sweatshirts, collared shirts, jerseys and jackets on an as requested basis in an amount not to exceed \$100,000.

Funding

Funding is available in the 2009-2010 Parks & Recreation Enterprise Fund and the 2009-2010 Community Services Department General Fund operating budgets.

**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. 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. These items are purchased throughout the year on an "as requested" basis. By issuing an annual 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 August 24, 2009, formal bids were opened and the City received bids from 4 vendors. Each bid included 14 separate items. Vendors were asked to supply pricing for each item based on order quantities. Within each order quantity group, (1-59, 60-199 and so on) vendors were asked to provide a price for the item by color category (white, light and color).

Specific colors and order quantities are not known until the time the order is placed. For evaluation purposes, staff used the average of all colors within each of the order quantities. Staff then used the average of all of the order quantities, to establish the average unit price. The average unit price was then multiplied by that item's anticipated usage for the year (based on historical usage) to determine the item total price. This allowed staff to identify an average price regardless of order quantity or color.

Evaluation Example:

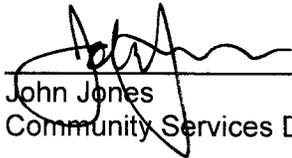
Item #1 : Adult Size Long Sleeve T-Shirt				
Order Quantity Group	White	Light	Color	Item Color Category Average
1-59	\$6.65	\$6.69	\$7.44	\$6.93
60-199	\$6.45	\$6.49	\$7.24	\$6.73
200-499	\$6.25	\$6.29	\$7.04	\$6.53
500-999	\$6.15	\$6.19	\$6.94	\$6.43
1000-1999	\$6.09	\$6.14	\$6.89	\$6.37
2000 +	\$5.99	\$6.04	\$6.79	\$6.27
Sum of all averaged lines				\$39.26
Item #1 Average Unit Price <i>Sum divided by 6 (number of order quantity groups)</i>				\$6.54
Item 1 Total Price <i>Divided sum multiplied by anticipated quantity of 4600</i>				\$30,084.00

The following are the bid evaluation results (the sum of all 14 bid item averages):

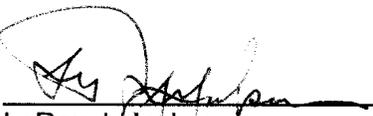
Vendor	Location	Total
Custom Embroidery & Screen Printing by Icon	Torrance, CA	*\$127,598.22
Manhattan Stitching Co	Manhattan Beach, CA	\$127,639.91 Bid with exception (substitute brand)
Manhattan Stitching Co	Manhattan Beach, CA	\$133,320.57
Roham International Inc.	Palos Verdes Peninsula, CA	\$151,636.53
Unisource Apparel Inc.	Ontario, CA	\$182,099.94

\* Lowest Responsible Bidder includes 1% sales tax consideration for Torrance Vendor

Respectfully submitted,

  
 John Jones  
 Community Services Director

CONCUR:

  
 LeRoy J. Jackson  
 City Manager

JM:JJ:tlk:adminsvcs\councilitems\2009\T-Shirts 9-1-09ci