

Council Meeting of
July 27, 2010

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

Members of the Council:

SUBJECT: Community Services- Award an annual purchase order for Recreation and Cultural program supplies.

Expenditure: Not to Exceed \$48,425

RECOMMENDATION

Recommendation of the Community Services Director that City Council authorize the award of an annual purchase order to Smart and Final, Iris Company, of Torrance California, in an amount not to exceed \$48,425 to furnish various food and paper goods on an 'as needed' basis, effective August 1, 2010, through June 30, 2011.

Funding

Funding is available in the 2010-11 Parks and Recreation Enterprise Fund Budget.

BACKGROUND/ANALYSIS

The Community Services Department over the years has purchased food, paper goods and miscellaneous supplies from various local grocery stores including Smart and Final for its Recreation Division and Cultural Division programs. The local grocery stores no longer accept purchase orders and as such we will be increasing our spending at Smart and Final. Additionally these purchase amounts have increased over the years as City programs continue to grow.

Smart and Final is a warehouse store that offers warehouse pricing without a membership fee. Products are available in smaller quantities than the bulk items offered at the larger warehouse stores and the pricing is competitive. Smart and Final accepts the use of a purchase order allowing City employees to make purchases against an established purchase order on an "as needed" basis. Therefore, in an effort to follow City purchasing policies and to improve the efficiency of the Department by consolidating multiple purchase orders

into one, the Community Services Director recommends the award of a purchase order for a not to exceed amount of \$48,425 effective August 1, 2010, through June 30, 2011. The majority of the supplies purchased through Smart and Final are offset by user fees, with the exception of the support of Torrance Art Museum Openings, Community-wide Special Events, and Summer Park Programs.

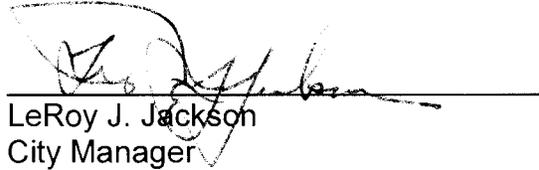
Respectfully submitted,

Unavailable for Signature
Richard Brunette
Recreation Services Manager

CONCUR:



John Jones
Community Services Director



LeRoy J. Jackson
City Manager