

Council Meeting of
August 3, 2010

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

Members of the Council:

SUBJECT: Community Services – Authorize a second year renewal option and award 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 a second year renewal option and award a purchase order with Custom Embroidery and Screen Printing by Icon of Torrance CA, for the purchase of T-shirts, sweatshirts, jackets, and collared shirts for an annual amount not to exceed \$100,000.

Funding

Funding is available in the 2010-2011 Parks & Recreation Enterprise Fund and General Fund budgets.

BACKGROUND

T-shirts and sweatshirts are worn by participants in the Recreation Division's adult and youth sports programs, day camp and mini camp programs, and other events such as the annual Turkey Trot. The costs for these items are covered by user fees within their respective programs. In addition to participant clothing, Community Services staff members and volunteers wear coordinated t-shirts, jackets and collared shirts during City activities to be easily recognized by the public.

The total contract amount with Custom Embroidery is \$100,000. Of this amount, only \$3,000 has been spent out of the General Fund. This \$3,000 includes the purchase of staff uniforms (\$2,700), including royal blue polo shirts and navy blue jackets, and the City logo t-shirts (\$259) that can be purchased by City employees through the Registration Office. These items are purchased throughout the year on an "as requested" basis.

All t-shirts, jackets, and uniforms purchased under this contract are for issuance of staff uniforms, covered by user fees, or sold to staff or participants. These items are not given away as promotional materials without the permission of the Community Services Director. By awarding 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.

ANALYSIS

On September 1, 2009, your Honorable Body authorized the award of an annual purchase order to Custom Embroidery & Screen Printing by Icon of Torrance CA as a result of Bid B2009-32. The bid document asked bidders to indicate if they would agree by mutual agreement to a second, third, fourth or fifth year renewal with terms and conditions unchanged. The awarded vendor agreed to all five years.

Prior to recommending the approval of this renewal, Staff contacted Custom Embroidery & Screen Printing by Icon and even though their suppliers have indicated a price increase of 3-5%, they are willing to honor their bid prices for an additional year as indicated in their bid submittal. Staff also contacted several cities to compare their pricing for similar items and found our pricing to be a bit lower.

Respectfully submitted,



JOHN JONES
Community Services Director

CONCUR:



LeROY J. JACKSON
City Manager