

Council Meeting of
June 28, 2011

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

Members of the Council:

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

Expenditure: Not to Exceed \$41,400

RECOMMENDATION

Recommendation of the Community Services Director that City Council authorize an annual purchase order to Smart and Final, Iris Company, of Torrance California, in an amount not to exceed \$41,400 to furnish various food and paper goods on an 'as needed' basis, effective July 1, 2011, through June 30, 2012.

Funding

Funding is available in the 2011-12 Parks and Recreation Enterprise Fund Budget.

BACKGROUND/ANALYSIS

The Community Services Department over the years has purchased food, paper goods and miscellaneous supplies from Smart and Final for its Recreation Division and Cultural Division programs. Smart and Final offers competitive prices and accepts the use of a purchase order allowing City employees to make purchases against an established purchase order on an "as needed" basis. Therefore, the Community Services Director recommends the award of a purchase order for a not to exceed amount of \$41,400 effective July 1, 2011, through June 30, 2012. The majority of the supplies purchased through Smart and Final are offset by user fees in the Department's After School, Camp, Senior, and Teen programs.

Respectfully submitted,



Richard Brunette
Recreation Services Manager

CONCUR:



John Jones
Community Services Director



LeRoy Jackson
City Manager

