

Council Meeting of  
August 16, 2011

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

**Members of the City Council:**

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

**Expenditure: Not to exceed \$100,000**

**RECOMMENDATION**

Recommendation of the Community Services Director that City Council authorize a third year renewal option and annual purchase order to Custom Embroidery & Screen Printing by Icon of Torrance, CA for the purchase of T-shirts, sweatshirts, collared shirts, jerseys, and jackets for an amount not to exceed \$100,000.

Funding

Funding is available in the 2011-2012 Parks & Recreation Enterprise Fund and General Fund 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. 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 is expected to be spent out of the General Fund. This \$3,000 includes the purchase of staff uniforms and the City logo t-shirts worn by field employees in various departments. 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.

On September 1, 2009, a contract was awarded 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 to a second, third, fourth, or fifth year renewal with terms and conditions unchanged. The awarded vendor had originally agreed to all five years, but has informed the City that due to price increases this may be the last year they can honor their commitment. Staff have contacted several cities to compare pricing for similar items and found this pricing structure to be lower than those cities.

Respectfully submitted,

  
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John Jones  
Community Services Director

CONCUR:

*for*   
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LeRoy J. Jackson  
City Manager

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