

June 21, 2022

C-8

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Adopt Specifications No. ITB LB21-099 and award a contract to Anaya Enterprises Inc., of Roswell, NM, for providing apparel with embroidery and screen-print, in a total annual amount not to exceed \$200,000 for a period of two years, with the option to renew for three additional one-year periods, at the discretion of the City Manager; and, authorize the City Manager, or designee, to execute all documents necessary to enter into the contract, including any necessary amendments.
(Citywide)

DISCUSSION

City Council approval is requested to enter into a contract with Anaya Enterprises Inc., for the purchase of apparel with embroidery and screen-print. This contract is for as-needed apparel purchases, such as t-shirts, polos, woven shirts, jackets, and other miscellaneous garments, primarily used by the Department of Parks, Recreation and Marine for articles purchased for both participants of revenue-generating programs, such as day camps, adult and youth sports, and for City of Long Beach (City) staff. Team shirts are valuable to recreational programs because they instill a sense of cohesiveness among participants. In the case of youth programs, the purchased shirts help identify the children at a glance, providing one of the many safety measures that are utilized in programs at parks and on field trips. The Airport, Disaster Preparedness and Emergency Communications, Development Services, Financial Management, Public Works, Technology and Innovation, and Water Departments also procure miscellaneous apparel worn by their employees. This aspect of the contract allows employees to represent the Departments, Bureaus, and Divisions they serve, extending the City's presence outward to the community.

The bid was advertised in the Long Beach Press-Telegram on October 28, 2021, and 651 potential bidders specializing in clothing and accessory manufacturing services were notified of the bid opportunity. Of those bidders, 44 downloaded the bid via the City's electronic bid system. The bid document was made available from the Purchasing Division, located on the sixth floor of City Hall, and the Division's website at www.longbeach.gov/purchasing. A bid announcement was also included in the Purchasing Division's weekly update of Open Bid Opportunities, which is sent to 37 local, minority-owned, and women-owned business groups. Two bids were received December 16, 2021. Of those two bidders, two were Minority-owned Business Enterprises (MBEs), one was a Women-owned Business Enterprise (WBE), one was a certified Small

Business Enterprise (SBE), and none were Long Beach vendors (Local). Anaya Enterprises Inc., of Roswell, NM (MBE and WBE), was the lowest responsible bidder.

Local Business Outreach

To align with the City's outreach goal, Long Beach businesses are encouraged to submit bids for City contracts. The Purchasing Division also assists businesses with registering on the PlanetBids database to download bid specifications. Through outreach, 86 Long Beach vendors were notified to submit bids, of which 3 downloaded and none submitted a bid. The Purchasing Division is committed to continuing to perform outreach to local vendors to expand the bidder pool.

This matter was reviewed by Deputy City Attorney Erin Weesner-McKinley on June 6, 2022, Purchasing Agent Michelle Wilson on May 25, 2022, and by Revenue Management Officer Geraldine Alejo on June 2, 2022.

TIMING CONSIDERATIONS

City Council action to adopt Specifications No. ITB LB21-099 and award a contract concurrently is requested on June 21, 2022, to ensure the contract is in place expeditiously.

FISCAL IMPACT

The total annual contract amount will not exceed \$200,000. The contract will be used citywide and is budgeted in various fund groups and departments. This recommendation has no staffing impact beyond the normal budgeted scope of duties and is consistent with existing City Council priorities. There is no local job impact associated with this recommendation.

SUGGESTED ACTION:

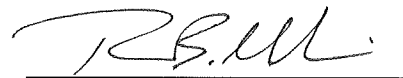
Approve recommendation.

Respectfully submitted,



KEVIN RIPER
DIRECTOR OF FINANCIAL MANAGEMENT

APPROVED:



THOMAS B. MODICA
CITY MANAGER