



CITY OF LONG BEACH

DEPARTMENT OF FINANCIAL MANAGEMENT

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March 20, 2018

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Authorize the City Manager, or designee, to create an interim Blanket Purchase Order with Sepko Industries, Inc., dba Marketink, of Signal Hill, CA, for providing specialty reprographic services, in the amount of \$215,000, authorize a 10 percent contingency in the amount of \$21,500, for a total amount not to exceed \$236,500, for a period of six months or until a new contract is awarded. (Citywide)

DISCUSSION

City Council approval is requested to authorize the City Manager to execute an interim Purchase Order (BPO) with Sepko Industries, Inc., dba Marketink (Marketink), to provide miscellaneous specialty reprographic services to various City departments, for a total not to exceed amount of \$236,500, with a six-month term or until a new contract is awarded. The interim BPO is necessary to ensure continuity of service and maintenance on existing large-scale banners placed throughout the City and will provide adequate time for the Purchasing Division to complete a formal procurement process, which is anticipated to be completed in August 2018.

Marketink currently provides reprographic and design consulting services to the City for various projects on an as-needed basis. The City's need for additional reprographic and specialty printing services has increased and differed from historical use of the previous contract.

The Public Works Department utilizes this contract to furnish and maintain Civic Center Plaza fence photo banners, photo panels, and banners for citywide capital projects, including Measure A project signs. The Development Services and Technology and Innovation Departments also use this contract for off-set printing services, table throws, retractable banners, transit car cards, direct mail, vinyl banners, and other miscellaneous reprographic services on a variety of materials. Other requesters include Economic Development, Health and Human Services, Parks, Recreation and Marine, and Legislative Departments.

This matter was reviewed by Deputy City Attorney Amy R. Webber on March 5, 2018 and by Interim Budget Bureau Manager Grace Yoon on March 2, 2018.

TIMING CONSIDERATIONS

City Council action is requested on March 20, 2018, to ensure the interim BPO is in place expeditiously.

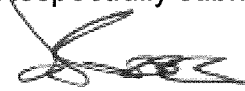
FISCAL IMPACT

The interim BPO amount will not exceed \$236,500. Sufficient funds are budgeted across various departments and funds, including the Public Works Department (PW); Development Services Department (DV); Parks, Recreation and Marine Department; and the Technology and Innovation Department (TI). The award of this contract will provide continued support to our local economy by assisting in the preservation of four employees residing in Long Beach with employment.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



JOHN GROSS
DIRECTOR OF FINANCIAL MANAGEMENT

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APPROVED:



PATRICK H. WEST
CITY MANAGER