



CITY OF LONG BEACH

DEPARTMENT OF FINANCIAL MANAGEMENT

333 WEST OCEAN BOULEVARD • LONG BEACH, CALIFORNIA 90802

November 9, 2004

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

SUBJECT: Adopt Specifications No. PA-00205 and Award Contract to Commercial Graphics to Provide Blueprinting and Reprographics Services (Citywide)

DISCUSSION

City Council approval is being requested to enter into a Citywide contract for providing blueprinting and reprographics services to meet the engineering needs of various departments.

The bid was advertised on September 21, 2004, and bids were opened on October 6, 2004. The bid document was made available from the Purchasing Division located on the Plaza Level of City Hall and the Division's website at www.lbpurchasing.org. Nine potential bidders specializing in blueprinting and reprographic services were notified; two are Minority-owned Business Enterprises (MBEs), two are Women-owned Business Enterprises (WBEs), and three are Long Beach businesses. A bid announcement was also included in the Purchasing Division's weekly update of Open Bid Opportunities sent to 32 local, minority, and women's groups. Commercial Graphics of Pasadena, California, was the lowest responsible bidder. Commercial Graphics has a full-service facility in the City of Long Beach to provide services.

This matter was reviewed by Senior Deputy City Attorney Donna F. Gwin on September 15, 2004 and Budget Management Officer David Wodynski on October 21, 2004.

TIMING CONSIDERATIONS

City Council action is requested on November 9, 2004 to ensure that the new contract is in place expeditiously.

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FISCAL IMPACT

The cost of this contract, in the estimated amount of \$335,000 annually, is budgeted in various funds of the participating departments. The annual estimated amount is based on historical expenditures and reflects a 50 percent decrease in the estimated amount awarded on the previous contract. The Harbor Department anticipates an increase in expenditures within the next three years; therefore, the contract includes the option of adding expenditures up to 25 percent above the contract amount.

IT IS RECOMMENDED THAT THE CITY COUNCIL:

- 1) Adopt Specifications No. PA-00205 and award the contract to Commercial Graphics to provide blueprinting and reprographic services in the estimated annual amount of \$335,000. The term of the contract will be for one year, with the option for two additional one-year periods.
- 2) Authorize amendments to exercise the City's option to renew where noted and authorize the City Manager to execute same.

Respectfully submitted,



MICHAEL A. KILLEBREW
ACTING DIRECTOR OF FINANCIAL MANAGEMENT

APPROVED:



GERALD R. MILLER
CITY MANAGER