



CITY OF LONG BEACH

C-6

DEPARTMENT OF FINANCIAL MANAGEMENT

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April 17, 2007

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Adopt Specifications No. PA-01907 and award a contract to Response Envelope to furnish and deliver printed envelopes, in the total estimated annual amount of \$130,000 for the period of one year, with the option to renew for two additional one-year periods, at the discretion of the City Manager. (Citywide)

DISCUSSION

City Council approval is requested to enter into an annual contract for printed envelopes. This award combines the estimated annual requirements for all City Departments to secure pricing at the highest possible discount available.

The bid was advertised on March 20, 2007, and 64 potential bidders specializing in manufacturing printed envelopes chose to download the bid opportunity; 13 are Minority-owned Business Enterprises (MBEs), nine are Women-owned Business Enterprises (WBEs), ten are Long Beach businesses, and four are certified Small Business Enterprises (SBEs). 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.longbeach.gov/purchasing. A bid announcement was also included in the Purchasing Division's weekly update of Open Bid Opportunities, which is sent to 32 local, minority and women's business groups. Bids were opened on March 27, 2007. Response Envelope of Ontario, CA, is the lowest responsible bidder.

This matter was reviewed by Deputy City Attorney Lori A. Conway on February 23, 2007 and Budget and Performance Management Bureau Manager David Wodynski on April 2, 2007.

TIMING CONSIDERATIONS

City Council action to adopt Specifications No. PA-01907 and award a contract concurrently is requested on April 17, 2007, to ensure that a contract is in place expeditiously. There is no interim in place.


FISCAL IMPACT

The cost of this contract, in the estimated annual amount of \$130,000, is included in various City funds. This amount reflects a 30 percent increase from the previous contract due to an increase in quantities to be printed, the four-color process printing options, and the increase in paper cost. The City will have the option of adding expenditures up to 10 percent (or \$13,000 annually) above the contract amount.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



MICHAEL A. KILLEBREW
DIRECTOR OF FINANCIAL MANAGEMENT

MAK:KP:LB

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APPROVED:

for 
GERALD R. MILLER
CITY MANAGER