



CITY OF LONG BEACH

R-12

DEPARTMENT OF FINANCIAL MANAGEMENT

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August 5, 2014

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Adopt Specifications No. ITB LB14-063 and award a contract to Crisp Enterprises, Inc., dba C2 Reprographics, of Costa Mesa, CA, for furnishing as-needed blueprinting and reprographic services, in an annual amount not to exceed \$580,000 for a period of two years, with the option to renew for two additional one-year periods, at the discretion of the City Manager. (Citywide)

DISCUSSION

City Council approval is being requested to enter into an annual contract with Crisp Enterprises, Inc., dba C2 Reprographics (C2 Reprographics) for as-needed blueprinting and reprographic services, including Diazo whiteprinting, media development, xerography, plotting, and preparation of bound specifications. This contract is utilized by various City departments. The requested annual amount includes \$325,000 for the Harbor Department, which estimates a total of 25 projects to be supported by this contract, including the Gerald Desmond Bridge and Middle Harbor projects. These projects often require the duplication and binding of large specification books and drawings, which contributed to the increased need for these services.

The bid was advertised in the Press-Telegram on April 30, 2014, and 4,821 potential bidders specializing in blueprinting and reprographic services were notified of the bid opportunity. Of those bidders, 52 downloaded the bid via our electronic bid system. The bid document was made available from the Purchasing Division, located on the seventh 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 30 local, minority and women-owned business groups. Five bids were received on May 28, 2014. Of those five bidders, two were Women-owned Business Enterprises (WBEs), two were Minority-owned Business Enterprises (MBEs), two were a certified Small Business Enterprises (SBEs), and none were Long Beach businesses (Local). Crisp Enterprises, Inc., dba C2 Reprographics, of Costa Mesa, CA (not an MBE, WBE, SBE or Local), was the lowest responsible bidder.

Local Business Outreach

In an effort to align with our outreach goal, Long Beach businesses are encouraged to submit bids for City contracts. The Purchasing Division also assists businesses with registering on the Bids Online database to download the bid specifications. Through outreach, 535 Long Beach vendors were notified to submit bids, of which 11 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 Amy R. Webber on July 14, 2014, and by Budget Management Officer Victoria Bell on July 17, 2014.

TIMING CONSIDERATIONS

The existing contract for reprographic and blueprinting services expired on May 1, 2014. An interim purchase order was issued to ensure uninterrupted service until the new contract is executed. City Council action to adopt Specifications No. ITB LB14-063 and award a contract concurrently is requested on August 5, 2014 to ensure that the contract is in place expeditiously.

FISCAL IMPACT

The cost of this contract is an annual amount not to exceed \$580,000 and is budgeted in various funds and departments. The award of this contract will provide continued support to our local economy by assisting in the preservation of employment for one full-time employee residing in Long Beach.

SUGGESTED ACTION:


Approve recommendation.

Respectfully submitted,



**JOHN GROSS
DIRECTOR OF FINANCIAL MANAGEMENT**

APPROVED:



**PATRICK H. WEST
CITY MANAGER**