



# Long Beach Water

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## Board of Water Commissioners

July 2, 2020 Board Meeting

CHRISTOPHER J. GARNER, General Manager

### Subject:

Authorize the General Manager to execute a first-year renewal option and issue a Purchase Order with Speed Pro for an amount not to exceed \$20,000, for printing services for one year with the option to renew one additional one (1) year period at the same annual rate.

### Executive Summary:

The Long Beach Water Department desires to issue a Purchase Order agreement to Speed Pro as a result of being chosen under a Request for Qualifications (RFQ) for printing services.

Speed Pro will assist the department with its printing needs for community outreach collateral and marketing materials, including flyers, postcards and reports.

In 2019, staff issued a Request for Qualifications (RFQ) soliciting prices and samples for an established list of printing services, whereby four vendors have been selected to provide various printing services based upon their specialty and expertise of printing products. Speed Pro was a selected vendor.

This RFQ was issued with a goal to reduce staff time and increase efficiency with completing printing jobs. Each time staff needs a print job of any size, staff must request three quotes from print vendors. This can delay projects and take significant staff time. By issuing this RFQ and issuing purchase orders with various print vendors, staff will be able to select one of four qualified vendors for a specific print job. This purchase order will allow all bureaus to utilize the printing vendors for their bureau needs, with the contract management being housed in Government & Public Affairs.

This will be the first-year renewal option on the contract for a period of one (1) year with the option to renew one additional one (1) year period at the same annual rate. The total contract term, including renewals, would not exceed 36 months.

### Staff Recommendation:

Authorize the General Manager to execute a first-year renewal option and issue a Purchase Order with Speed Pro for an amount not to exceed \$20,000, for printing services for one year with the option to renew one additional one (1) year period at the same annual rate.

**Fiscal Impact:** Expenditures for this contract will occur during FY 20 and FY 21. FY 20 expenditures are subject to fiscal availability and will be issued on a task-order basis. Funds are available in FY 21 Budget for these services.

B. Anatole Falagan  
Assistant General Manager

Date

Christopher J. Garner  
General Manager

Date