



# CITY OF LONG BEACH

DEPARTMENT OF FINANCIAL MANAGEMENT

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November 3, 2015

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

## RECOMMENDATION:

Authorize the City Manager to increase Blanket Purchase Orders No. BPLB15000024 and BPLB15000033 with Complete Office of California, of Cerritos, CA, for providing a Citywide office supply program, by \$450,000, for a total combined amount not to exceed \$644,000, and extend the term of the purchase orders to January 31, 2016. (Citywide)

## DISCUSSION

City Council approval is requested to authorize the City Manager to execute amendments to the interim purchase orders with Complete Office of California (Complete Office), to purchase general office supplies, computer paper and printer cartridges for all City departments.

On May 22, 2012, the City Council awarded a one-year contract to Complete Office with the option to renew for two additional one-year periods, for a green office supply program, in an annual amount not to exceed \$1,300,000, with an expiration date of May 29, 2015. Complete Office is currently providing office supplies under two interim purchase orders for \$99,000 and \$95,000, for the term May 30, 2015 to November 30, 2015, issued pursuant to City purchasing guidelines.

The proposed amendment will provide adequate time for the Purchasing Division to complete a formal procurement process. To ensure continuity of delivery of products until a new contract is in place, it is requested that the interim purchase orders be extended until January 30, 2016 with an increase in additional purchasing authority in a combined amount of \$450,000, for a total aggregate amount not to exceed \$644,000. The Purchasing Division anticipates the new contract award being presented to the City Council in December 2015.

This matter was reviewed by Deputy City Attorney Amy R. Webber on October 12, 2015 and by Budget Management Officer Victoria Bell on October 19, 2015.

TIMING CONSIDERATIONS

City Council action is requested on November 3, 2015, to ensure that the purchase orders can be extended and additional funds are in place expeditiously, so products can continue to be purchased without interruption.

FISCAL IMPACT

The combined amount of \$450,000, for a total combined amount not to exceed \$644,000, is budgeted in various City departments and funds. The approval of this action will provide continued support to our local economy by assisting in the preservation of four full-time employees residing in Long Beach with employment.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



JOHN GROSS  
DIRECTOR OF FINANCIAL MANAGEMENT

JG:JM  
K:\Exec\Council Letters\Purchasing\11-03-15 ccl - Amend PO with Complete Office (add \$ and extend term).doc

APPROVED:

  
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PATRICK H. WEST  
CITY MANAGER