



# CITY OF LONG BEACH

# C-3

DEPARTMENT OF FINANCIAL MANAGEMENT

333 West Ocean Boulevard 6<sup>th</sup> Floor • Long Beach, CA 90802 • (562) 570-6845 • Fax (562) 570-5836

April 12, 2011

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

## RECOMMENDATION:

Adopt Specifications No. PA-00611 and award a contract to American Reprographics Company, of Los Angeles, CA (not an MBE, WBE, or SBE), for furnishing and delivering blueprinting and reprographic services in an amount not to exceed \$174,000, for a 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 being requested to enter into an annual Citywide contract for furnishing and delivering blueprinting and reprographic services, including diazo whiteprinter, media development, xerography, and plotting. The participating departments in this contract are Long Beach Airport, Development Services, Fire, Harbor, Gas and Oil, Parks, Recreation, and Marine, Public Works, and Water.

The bid was advertised in the Press-Telegram on January 19, 2011 and 400 potential bidders specializing in blueprinting and reprographic services were notified of the bid opportunity. Of those bidders, 48 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](http://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's business groups. Four bids were received on November 9, 2010. Of those four bidders, one was a Minority-owned Business Enterprise (MBE), none were Women-owned Business Enterprises (WBEs), none were certified Small Business Enterprises (SBEs), and none were Long Beach Businesses (Local). American Reprographics Company, of Los Angeles, CA (not an MBE, WBE, or SBE), was the lowest responsible bidder.

## **Local Business Outreach**

Our outreach goal is to encourage Long Beach businesses to participate in City procurement processes and submit proposals for City contracts. We assist businesses with registering on our Bids Online database to download the bid specifications. Twenty-four Long Beach vendors were contacted to offer local outreach, of which two downloaded the bid, and two submitted a bid. The Purchasing Division is committed to continuing to perform outreach to local vendors to expand the bidder pool.

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This matter was reviewed by Deputy City Attorney Amy R. Burton on March 15, 2011 and Budget Management Officer Victoria Bell on March 16, 2011.

TIMING CONSIDERATIONS

City Council action to adopt Specifications No. PA-00611 and award a contract is requested on April 12, 2011 to ensure that the contract is in place expeditiously.

FISCAL IMPACT

The cost of this contract, in an annual amount not to exceed \$174,000, is budgeted in various departments and funds. This amount is based on historical expenditures. The award of this contract will provide continued support to our local economy by assisting in the preservation of three full-time employees residing in Long Beach with employment.

SUGGESTED ACTION:

Approve recommendation.

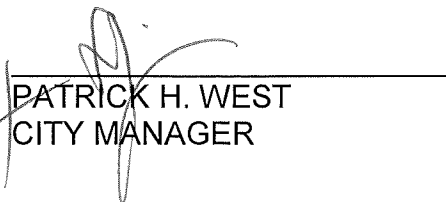
Respectfully submitted,



DAVID S. NAKAMOTO  
ACTING DIRECTOR OF FINANCIAL MANAGEMENT

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APPROVED:



PATRICK H. WEST  
CITY MANAGER