



# CITY OF LONG BEACH

# C-8

DEPARTMENT OF FINANCIAL MANAGEMENT

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August 14, 2007

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

## RECOMMENDATION:

Adopt Specifications No. PA-02507 and award a contract to Liberty Paper & Printing Corporation to furnish and deliver printing paper, in the total estimated annual amount of \$160,000 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 printing paper. This award combines the estimated annual requirements for the Citywide Departments to secure pricing at the highest possible discount available.

The bid was advertised on June 22, 2007, and 20 potential bidders specializing in printing paper chose to download the bid opportunity; six are Minority-owned Business Enterprises (MBEs), four are Women-owned Business Enterprises (WBEs), one is a Long Beach business, and one is a certified Small Business Enterprise (SBE). 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](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 31 local, minority and women's business groups. Bids were opened on July 9, 2007. Liberty Paper & Printing Corporation of Los Angeles, CA, is the lowest responsible bidder.

This matter was reviewed by Deputy City Attorney Lori A. Conway on May 21, 2007 and Budget and Performance Management Bureau Manager David Wodynski on July 27, 2007.

## TIMING CONSIDERATIONS

City Council action to adopt Specifications No. PA-02507 and award a contract concurrently is requested on August 14, 2007, to ensure that a contract is in place expeditiously. There is no interim in place.

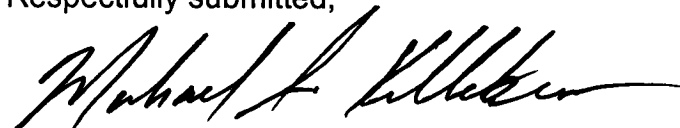
FISCAL IMPACT

The cost of this contract, in the estimated annual amount of \$160,000, is included in the various Citywide funds. This amount reflects an 11 percent decrease from the previous contract. The City will have the option of adding expenditures up to 10 percent (or \$16,000 annually) above the contract amount.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



MICHAEL A. KILLEBREW  
DIRECTOR OF FINANCIAL MANAGEMENT

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APPROVED:

  
for ANTHONY W. BATTS  
CITY MANAGER