



CITY OF LONG BEACH

C-12

DEPARTMENT OF FINANCIAL MANAGEMENT

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August 15, 2017

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Adopt Specifications No. ITB LB17-063 and award contracts to Fernando's Screen Printing, Inc., of Stanton, CA, Manhattan Stitching Co., of Buena Park, CA, and Anaya Screen Printing, of Long Beach, CA, for as-needed apparel purchases, in an annual amount of \$260,000, with a 10 percent contingency in the amount of \$26,000, for a total annual aggregate amount not to exceed \$286,000, 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 requested to enter into contracts with Fernando's Screen Printing, Inc., Manhattan Stitching Co., and Anaya Screen Printing, for as-needed apparel purchases, such as t-shirts, polos, woven shirts, jackets, and other miscellaneous garments. These contracts are primarily used by the Department of Parks, Recreation and Marine for articles purchased for both participants of revenue generating programs, such as day camps, adult and youth sports, and for City staff. Team shirts are valuable to recreational programs because they instill a sense of cohesiveness among participants. In the case of youth programs, the purchased shirts help identify the children at a glance, providing one of the many safety measures that are utilized in programs at parks and on field trips. The Airport, Disaster Preparedness and Emergency Communications, Development Services, Financial Management, Public Works, Technology and Innovation, and Water Departments also procure miscellaneous apparel worn by their employees. This aspect of the contract allows employees to represent the Departments, Bureaus, and Divisions for which they serve, extending the City's presence outward to the community. The award amount represents the combined annual requirements as estimated by various City departments.

The bid was advertised in the Long Beach Press-Telegram on March 8, 2017, and 936 potential bidders specializing in apparel were notified of the bid opportunity. Of those bidders, 48 downloaded the bid via the City's 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 22 local, minority and women-owned business groups. Eleven bids were received on March 29, 2017. Of those 11 bidders, two were Minority-owned Business Enterprises (MBEs), one was a Women-owned Business Enterprise (WBE), one was a certified Small Business Enterprise (SBE), and two were Long Beach businesses (Local). Fernando's Screen Printing, Inc., of Stanton, CA, Manhattan Stitching Co., of Buena Park, CA, and Anaya Screen Printing, of Long Beach, CA (MBE, Local), were the lowest responsible bidders.

Local Business Outreach

In an effort to align with the City's outreach goal, Long Beach businesses are encouraged to submit proposals for City contracts. The Purchasing Division also assists businesses with registering on the PlanetBids database to download the bid specifications. Through outreach, 162 Long Beach vendors were notified to submit bids, of which four downloaded and two 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 26, 2017 and by Budget Management Officer Rhutu Amin Gharib on July 27, 2017.

TIMING CONSIDERATIONS

City Council action to adopt Specifications No. ITB LB17-063 and award contracts concurrently is requested on August 15, 2017, to ensure the contracts are in place expeditiously.

FISCAL IMPACT

The annual aggregate cost of these contracts will not exceed \$286,000, and is budgeted in various funds and departments. The approval of this recommendation will provide continued support to our local economy by assisting in the preservation of employment for two full-time employees residing in Long Beach.

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SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



JOHN GROSS
DIRECTOR OF FINANCIAL MANAGEMENT

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APPROVED:



PATRICK H. WEST
CITY MANAGER