



# CITY OF LONG BEACH

# C-13

DEPARTMENT OF FINANCIAL MANAGEMENT

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

November 13, 2007

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

## RECOMMENDATION:

Adopt Specifications No. PA-00508 and award a contract to Ford Reprographics to furnish and deliver reprographic services in the estimated amount of \$200,000 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 requested to enter into an annual contract for furnishing and delivering blueprinting and reprographic services.

The bid was advertised on October 10, 2007, and 11 potential bidders specializing in blueprinting and reprographic services were notified of the bid opportunity; three are Minority-owned Business Enterprises (MBEs), two are Women-owned Business Enterprises (WBEs), one is a Long Beach business, and two are certified Small Business Enterprises (SBEs). 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 30 local, minority and women's business groups. Bids were opened on October 23, 2007. American Reprographics LLC, of Glendale, CA, is the lowest responsible bidder.

This item was reviewed by Deputy City Attorney Lori A. Conway on October 4, 2007, and Budget and Performance Management Bureau Manager Victoria Bell on November 1, 2007.

## TIMING CONSIDERATIONS

City Council action to adopt Specifications No. PA-00508 and award a contract concurrently is requested on November 13, 2007 to ensure that the new contract is in place expeditiously. The current contract will expire November 30, 2007.

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FISCAL IMPACT

The cost of this contract, in the estimated amount of \$200,000 annually, is budgeted by various participating departments. The amount is based on historical expenditures and reflects a \$135,000 (60 percent) decrease from the annual estimated amount approved in the previous contract. The City will have the option of adding expenditures up to 10 percent (or \$20,000 annually) above the contract amount.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



LORI ANN FARRELL  
ACTING DIRECTOR OF FINANCIAL MANAGEMENT

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APPROVED:

*for*   
PATRICK H. WEST  
CITY MANAGER