



Long Beach Water

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1800 E. Wardlow Road, Long Beach, CA 90807-4931
562.570.2300 | lbwater.org

Board of Water Commissioners
May 27, 2021 Board Meeting

CHRISTOPHER J. GARNER, General Manager

Subject:

Authorize the General Manager to execute the second renewal option and issue a Purchase Order with Alliance Printing Associates for an amount not to exceed \$20,000, for printing services for one year.

Executive Summary:

The Long Beach Water Department desires to issue a Purchase Order agreement to Alliance Printing Associates as a result of a current contract in place with the existing vendor. The contract, as originally approved, allows for two (2) one-year renewals in total. This is the second and last renewal in the total contract, not to exceed 36 months in full.

Alliance Printing Associates assists the department with its printing needs, including direct mail pieces and bulk printing jobs, as a result of being chosen under a Request for Qualifications (RFQ) for printing services.

This RFQ was issued with a goal to reduce staff time and increase efficiency with completing printing jobs. Each time staff needs a print job of any size, staff must request three quotes from print vendors. This can delay projects and take significant staff time. By issuing this RFQ and issuing purchase orders with various print vendors, staff will be able to select one of four qualified vendors for a specific print job. This purchase order will allow all bureaus to utilize the printing vendors for their bureau needs, with the contract management being housed in Government & Public Affairs.

This will be the last renewal option in the contract, and staff will issue a new Request for Qualifications when the contract expires in May 2022.

Board Options/Fiscal Impact:

Authorize the General Manager to execute the second renewal option and issue a Purchase Order with Alliance Printing Associates for an amount not to exceed \$20,000, for printing services for one year.

Fiscal Impact: The cost to the Water Fund will be incurred during FY 21 and FY 22 with the actual annual amounts unknown at this time, but the total amount will not exceed the contract total of \$20,000. These costs are included in the Water Fund FY 21 Budget and will be included in the FY 22 Budget.

5/18/21

B. Anatole Falagan
Assistant General Manager

Date

5/18/21

Christopher J. Garner
General Manager

Date

Attachment

